

CITY CLERK
GLOUCESTER, MA

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GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930
Office (978) 281-9720 Fax (978) 282-3051

Budget & Finance Committee

Thursday, March 8, 2012 – 6:00 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

(Items May be taken out of order at the discretion of the Committee)

1. *Presentation re: GASB 45 valuation by Daniel J. Rhodes, Consulting Actuary, The Segal Company*
2. *Continued Business:*
 - A) CC2012-001(Hardy) Review salary of the office of the Mayor as in accordance with City Charter, Art. 3, Sec. 3-1(c) and amend GCO Sec. 2-54 accordingly (Cont'd from 02/09/12)
 - B) CC2012-005 (Tobey) Salary for Mayor be set at \$100,000 per annum for the term beginning January 1, 2014 (Cont'd from 02/09/12)
 - C) Comprehensive Report reflecting recommended reclassifications (Continued from 02/23/12)
 - D) Memorandum from CAO re: acceptance of donation of a vehicle to Gloucester Emergency Management (Cont'd from 02/23/12)
- ~~3. Memorandum from General Counsel re: Pavilion Beach Easement Agreement~~
4. *Special Budgetary Transfer Request (#2012-SBT-18) from Treasurer's Office*
5. *Special Budgetary Transfer Request (#2012-SBT-19) from Treasurer's Office*
6. *Memorandum & relevant information from Assistant Director of Public Works re: permission to pay two invoices for services procured without a purchase order in place*
7. *Two Memorandums from Chief Financial Officer re: appropriation request from CPA funds for the City Hall Restoration Project and recommendations to rescind bond authorization*
7. *Memorandum from EMS Coordinator and applicable material regarding a funding request for a new ambulance*
8. *Memorandum, Grant Application & checklist from Emergency Management Director re: Emergency Management Grant to mitigate Poplar Street flooding from FEMA's Hazard Mitigation Grant Program*
9. *Two Memorandums from Emergency Management Director re: summarizing budget transfer requests from Special Reserve Account to the Civil Defense Department & Special Budgetary Transfer Requests: #2012-SBT-20, #2012-SBT-21, #2012-SBT 22, #2012-SBT-23, #2012-SBT-24, #2012-SBT-25*
10. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*

COMMITTEE

Councilor Paul McGeary, Chair
Councilor Joseph Ciolino, Vice Chair
Councilor Melissa Cox

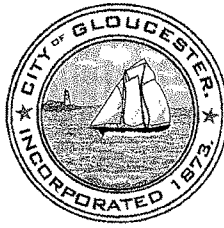
Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
Jeffrey Towne
Suzanne Egan
Sander Schultz
Mark Cole
Deputy Chief Miles Schlichte

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

City Hall
Nine Dale Avenue
Gloucester, MA. 01930



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CITY OF GLOUCESTER
CITY AUDITOR'S OFFICE

MEMORANDUM

TO: Gloucester City Council
FROM: Kenny Costa, City Auditor *KC*
RE: City's FY 2009 OPEB Actuarial Valuation Report
Date: February 23, 2012

CITY CLERK
GLOUCESTER, MA
12 FEB 23 AM 9:58

I am pleased to transmit to you the City of Gloucester's OPEB Actuarial Valuation Report of postemployment welfare benefits as of June 30, 2009 under GASB Statements number 43 and 45. The results are in accordance with the Governmental Accounting Standards, which prescribe an accrual methodology for accumulating the value of other postemployment benefits (OPEB) over participants' active working lifetimes. The accounting standard supplements cash accounting, under which the expense for postemployment benefits is equal to benefit and administrative costs paid on behalf of retirees and their dependents (i.e. a pay-as-you-go basis).

Key Valuation Results

The **unfunded actuarial accrued liability (UAAL)** as of June 30, 2009 is \$220,756,000.

The **Annual Required Contribution (ARC)** for fiscal year 2011 is \$13,757,000. The ARC is expected to remain relatively level as percentage of payroll, as long as the ARC is fully funded each year. If the ARC is not fully funded, it may be expected to increase as a percentage of payroll over time.

Please refer this matter to the Budget and Finance subcommittee for review and discussion.

City of Gloucester

*Actuarial Valuation and Review of Other Postemployment
Benefits (OPEB) as of June 30, 2009
In accordance with GASB Statements Number 43 and 45*

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THE PARENT OF THE SEGAL COMPANY
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THE SEGAL COMPANY
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December 20, 2011

Mr. Kenny Costa
City Auditor
9 Dale Avenue
City Hall
Gloucester, MA 01930

Dear Mr. Costa:

We are pleased to submit this report on our actuarial valuation of postemployment welfare benefits as of June 30, 2009 under GASB Statements Number 43 and 45. It establishes the liabilities of the postemployment welfare benefit plan in accordance with GASB Statements Number 43 and 45 for the fiscal year ending June 30, 2011 and summarizes the actuarial data.

This report is based on information received from the City. The actuarial projections were based on the assumptions and methods described in Exhibit II and on the plan of benefits as summarized in Exhibit III.

We look forward to discussing this material with you at your convenience.

Sincerely,

THE SEGAL COMPANY

By:

Kathleen A. Riley, FSA, MAAA, EA
Senior Vice President and Actuary

7534598v2/13495.001

Daniel J. Rhodes, ASA, FCA, MAAA
Consulting Actuary

SECTION 1

INTRODUCTION

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SECTION 1: Introduction for City of Gloucester June 30, 2009 Measurement under GASB

PURPOSE

This report presents the results of our actuarial valuation of City of Gloucester (the "Employer") postemployment welfare benefit plan as of June 30, 2009. The results are in accordance with the Governmental Accounting Standards, which prescribe an accrual methodology for accumulating the value of other postemployment benefits (OPEB) over participants' active working lifetimes. The accounting standard supplements cash accounting, under which the expense for postemployment benefits is equal to benefit and administrative costs paid on behalf of retirees and their dependents (*i.e.*, a pay-as-you-go basis).

HIGHLIGHTS OF THE VALUATION

During the fiscal year ending June 30, 2011, we project the City will pay benefits (net of retiree contributions) on behalf of retired employees of about \$5,380,000. Under new accounting rules, this amount is less than the annual "cost" (the "Annual Required Contribution," or ARC) of \$9,204,000.

The GASB statements provide the method for selecting the investment return assumption (discount rate). If the benefits are funded, the discount rate should be based on the estimated long-term investment yield on the investments expected to be used to finance the payment of benefits. If financing is on a pay-as-you-go basis, the discount rate should be based on the expected yield on the assets of the employer.

Because the benefits are not being funded, we have used a 3.50% discount rate (referred to as the pay-as-you-go interest rate). For illustrative purposes, we have also shown what the obligations would be on a fully funded basis, assuming an interest rate of 7.875%.

The GASB statements allow the use of one of six funding methods to determine the actuarial liabilities. We have used the projected unit credit cost method.

To determine the amortization payment on the unfunded actuarial accrued liability (UAAL), an amortization period and amortization method must be selected. We have used a 30-year open amortization of the UAAL (the maximum permitted by the GASB statements), with payments increasing at 3.75% year. The GASB statements allow for either an open or closed amortization period. In open amortization, the period is reset to the initial value every year and the UAAL is reamortized, while under a closed amortization, the remaining period decreases and the UAAL is eventually "paid off."

To be considered a funded plan, the "contribution in relation to the ARC" must equal the ARC. For example, if the ARC is \$9,204,000, and the employer pays benefits to retirees of \$5,380,000, then an additional contribution of the difference, or approximately \$3,824,000 will need to be added to an OPEB trust fund during the fiscal year ending June 30, 2011.

Page 10 shows a funding schedule using the 7.875% funding assumption and a 30-year closed amortization. This is an illustration of how assets and liabilities would increase if the Town were to fund the "additional funding" amount shown on the schedule. Page 11 is a similar illustration of how the pay-as-you-go liabilities and the ARC will change over time.

If the benefits are funded in the future, assets set aside to fund OPEB liabilities would have to be held in a trust or equivalent arrangement, through which assets are accumulated and benefits are paid as they come due. Employer contributions to the trust will be irrevocable, trust assets will be dedicated to providing benefits to retirees and their spouses in accordance

SECTION 1: Introduction for City of Gloucester June 30, 2009 Measurement under GASB

with the terms of the plan, and trust assets will be legally protected from creditors of the employer.

GASB guidelines prohibit the offset of OPEB obligations by the future value of Medicare Part D subsidies. Therefore, these calculations do not include an estimate for retiree prescription drug plan federal subsidies that the Employer may be eligible to receive for plan years beginning in 2006.

Employer decisions regarding plan design, cost sharing between the Employer and its retirees, actuarial cost method, amortization techniques, and integration with Medicare are just some of the decisions that affect the magnitude of OPEB obligations. We are available to assist you with any investigation of such options you may wish to undertake.

The Patient Protection and Affordable Care Act (PPACA) and the Health Care and Education Reconciliation Act (HCERA) of 2010 creates a temporary reinsurance program for eligible health care coverage for pre-Medicare retirees over age 55. The program will reimburse the plan sponsor for 80% of the retiree claims between \$15,000 and \$90,000. Due to the short nature of this program, the limited financing, and uncertainty of qualifying and receiving payment (the program will be on a first come first served basis until financing runs out), we have not reflected the value of this program in the valuation. Additional provisions of these Acts that may affect retiree health benefits in the future have not been reflected.

KEY VALUATION RESULTS

- The **unfunded actuarial accrued liability (UAAL)** as of June 30, 2009 is \$220,756,000. Going forward, net unfunded plan obligations will be expected to change due to normal plan operations, which consist of continuing accruals for active members, plus interest on the total

actuarial accrued liability, less expected benefit payments and contributions. Future valuations will analyze the difference between actual and expected unfunded actuarial accrued liabilities.

- As of June 30, 2009 the ratio of assets to the AAL (the funded ratio) is 0.00%.

- The **Annual Required Contribution (ARC)** for fiscal year 2011 is \$13,757,000. The ARC is expected to remain relatively level as a percentage of payroll, as long as the ARC is fully funded each year. If the ARC is not fully funded, it may be expected to increase as a percentage of payroll over time.

This is the first actuarial valuation postemployment welfare benefits completed by The Segal Company. We would like to highlight the following changes reflected in this valuation:

- Per capita health costs were calculated based on the July 1, 2008 health premium rates.
- Medical/drug costs were reset to 10.0% decreasing by 0.75% for six years and by 0.50% for one year to an ultimate level of 5.0% per year.
- The discount rate was changed to 3.50% on the pay-as-you-go basis and 7.875% on a fully funded basis.
- A percent married assumption of 70% was used.
- Demographic assumptions were revised to match the assumptions used in the Gloucester Retirement System Actuarial Valuation and Review as of January 1, 2010.

SECTION 1: Introduction for City of Gloucester June 30, 2009 Measurement under GASB

➤ The termination and retirement rates for teachers were revised to match the rates used in the Massachusetts Teachers' Retirement System Actuarial Valuation Report as of January 1, 2010.

➤ We have assumed the following elections:

City Plans: For future retirees hired prior to 1986 and current retirees under age 65, 95% are assumed to be eligible for Medicare and are assumed to enroll in a Blue Cross Medicare Supplement plan upon reaching age 65, and 5% are assumed to be ineligible for Medicare and remain enrolled in a non-Medicare plan. For future retirees hired in 1986 or later, 100% are assumed to enroll in a Blue Cross Medicare Supplement plan upon reaching age 65.

GIC Plans: If less than age 65 at retirement, 100% are assumed to elect a GIC non-Medicare Indemnity plan upon retirement. For future retirees hired before 1986 and current retirees under the age of 65, 85% are assumed to be eligible for Medicare and elect a GIC Medicare Indemnity plan upon reaching age 65. The other 15% are assumed to be ineligible for Medicare and elect a GIC non-Medicare Indemnity plan upon reaching age 65. For future retirees hired in 1986 or later, 100% are assumed to be eligible for Medicare and elect a GIC Medicare Indemnity plan upon reaching age 65.

SECTION 1: Introduction for City of Gloucester June 30, 2009 Measurement under GASB

ACCOUNTING REQUIREMENTS

The Governmental Accounting Standards Board (GASB) issued Statement Number 43 -- *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, and Statement Number 45 -- *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. Under these statements, all state and local governmental entities that provide other post employment benefits (OPEB) are required to report the cost of these benefits on their financial statements.

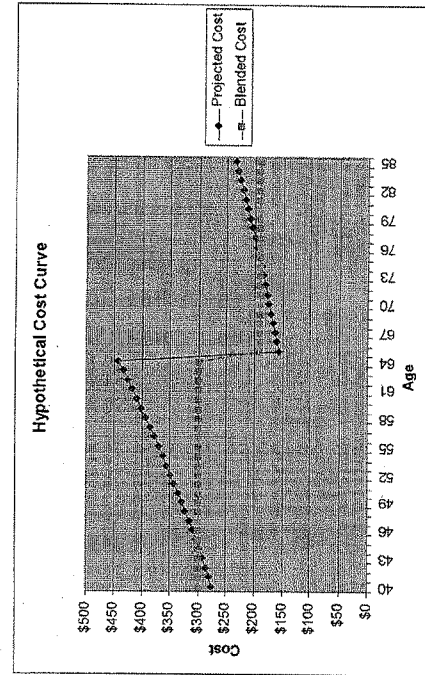
The statements cover postemployment benefits of health, prescription drug, dental, vision and life insurance coverage for retirees; long-term care coverage, life insurance and death benefits that are *not* offered as part of a pension plan; and long-term disability insurance for employees. These benefits, referred to as OPEB, are typically financed on a pay-as-you-go basis. The new standard introduces an accrual-basis accounting requirement; thereby recognizing the employer cost of postemployment benefits over an employee's career. The standards also introduce a consistent accounting requirement for both pension and non-pension benefits.

The total cost of providing postemployment benefits is projected, taking into account assumptions about demographics, turnover, mortality, disability, retirement, health care trends, and other actuarial assumptions. This amount is then discounted to determine the actuarial present value of the total projected benefits (APB). The actuarial accrued liability (AAL) is the portion of the present value of the total projected benefits allocated to years of employment prior to the measurement date. The unfunded actuarial accrued liability (UAAL) is the difference between the AAL and actuarial value of assets in the Plan.

Once the UAAL is determined, the Annual Required Contribution (ARC) is determined as the normal cost (the APB allocated to the current year of service) and the amortization of the UAAL. This ARC is compared to actual contributions made and any difference is reported as the net OPEB obligation (NOO). In addition, required supplementary information (RSI) must be reported, including historical information about the UAAL and the progress in funding the Plan.

The benefits valued in this report are limited to those described in Exhibit III of Section 4.

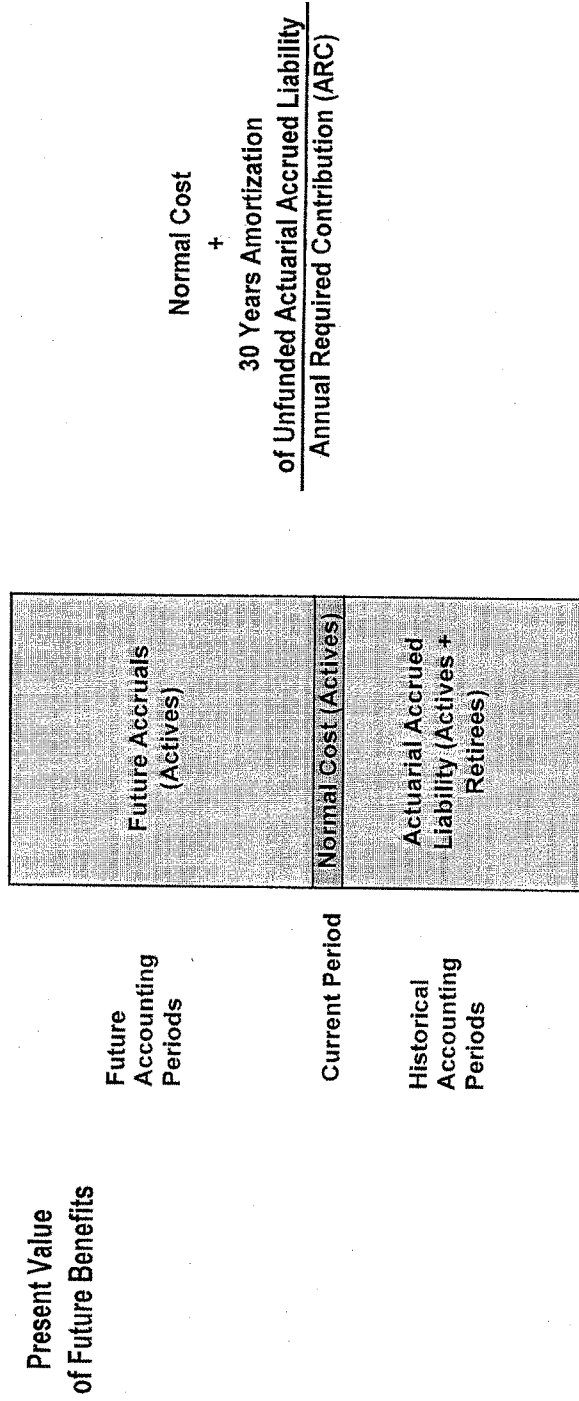
The following graph illustrates why a significant accounting obligation may exist even though the retiree contributes most or all of the blended premium cost of the plan. The average cost for retirees is likely to exceed the average cost for the whole group, leading to an implicit subsidy for these retirees. The accounting standard requires the employer to identify and account for this implicit subsidy as well as any explicit subsidies the employer may provide.



SECTION 1: Introduction for City of Gloucester June 30, 2009 Measurement under GASB

This graph shows how the actuarial present value of the total projected benefits (APB) is broken down and allocated to various accounting periods. The exact breakdown depends on the actuarial cost method and amortization methods selected by the employer.

GASB 43/45 Measurement



$$\text{Net OPEB Obligation} = \text{ARC}_1 + \text{ARC}_2 + \text{ARC}_3 + \dots - \text{Contribution}_1 - \text{Contribution}_2 - \text{Contribution}_3 - \dots$$

SECTION 1: Introduction for City of Gloucester June 30, 2009 Measurement under GASB

Actuarial computations under GASB statements are for purposes of fulfilling certain welfare plan accounting requirements. The calculations shown in this report have been made on a basis consistent with our understanding of GASB. Determinations for purposes other than meeting the financial accounting requirements of GASB may differ significantly from the results reported here.

Calculations are based on the benefits provided under the terms of the substantive plan in effect at the time of the valuation and on the pattern of sharing costs between the employer and plan members. The projection of benefits does not incorporate the potential effect of legal or contractual funding limitations on the pattern of cost sharing between the employer and plan members in the future.

Actuarial calculations reflect a long-term perspective, and the methods and assumptions use techniques designed to reduce short term volatility in accrued liabilities and the actuarial value of assets, if any.

The calculation of an accounting obligation does not, in and of itself, imply that there is any legal liability to provide the benefits valued, nor is there any implication that the Employer is required to implement a funding policy to satisfy the projected expense.

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and the actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

SECTION 2: Valuation Results for the City of Gloucester June 30, 2009 Measurement under GASB

**SUMMARY OF VALUATION RESULTS
ALL DEPARTMENTS**

The key results and significant assumptions for the current year are shown on a funded basis and a pay-as-you-go basis.

Actuarial Accrued Liability by Participant Category

| | Funded (7.875% discount rate) | Pay-as-you-go (3.50% discount rate) |
|--|----------------------------------|--|
| 1. Current retirees, beneficiaries and dependents | \$59,540,167 | \$93,702,021 |
| 2. Current active members | <u>55,185,872</u> | <u>127,053,766</u> |
| 3. Total as of June 30, 2009: (1) + (2) | \$114,726,039 | \$220,755,787 |
| 4. Total as of June 30, 2010 | 120,415,953 | 229,071,075 |
| 5. Actuarial value of assets as of June 30, 2010 | <u>0</u> | <u>0</u> |
| 6. Unfunded actuarial accrued liability (UAAL) as of June 30, 2010 | \$120,415,953 | \$229,071,075 |

Annual Required Contribution for Fiscal Year Ending June 30, 2011

| | | |
|--|----------------|----------------|
| 7. Normal cost as of June 30, 2009 | \$2,079,750 | \$5,857,617 |
| 8. Normal cost as of June 30, 2010 | 2,183,738 | 6,150,498 |
| 9. Adjustment for timing | <u>84,355</u> | <u>106,708</u> |
| 10. Normal cost adjusted for timing: (8) + (9) | \$2,268,093 | \$6,257,206 |
| 11. 30-year amortization (increasing at 3.75% per year) of the unfunded actuarial accrued liability (UAAL) as of June 30, 2010 | 6,677,804 | 7,371,602 |
| 12. Adjustment for timing | <u>257,957</u> | <u>127,895</u> |
| 13. Amortization payment adjusted for timing: (11) + (12) | \$6,935,761 | \$7,499,497 |
| 14. Total Annual Required Contribution (ARC) as of June 30, 2011: (10) + (13) | 9,203,854 | 13,756,703 |
| 15. Projected benefit payments | 5,380,455 | 5,380,455 |

Note. Assumes payment in the middle of the fiscal year.

SECTION 2: Valuation Results for the City of Gloucester June 30, 2009 Measurement under GASB

DEPARTMENT RESULTS

Actuarial Accrued Liability (AAL) and Annual Required Contribution – Funded (7.875% discount rate)

| | All Other | Sewer | Water | Waterways | Total |
|--|---------------|-------------|-------------|-----------|---------------|
| Actuarial Accrued Liability by Participant Category | | | | | |
| 1. Current retirees, beneficiaries and dependents | \$57,019,734 | \$781,064 | \$1,739,369 | \$0 | \$59,540,167 |
| 2. Current active members | 52,741,394 | 722,459 | 1,608,859 | 113,160 | 55,185,872 |
| 3. Total as of June 30, 2009: (1) + (2) | \$109,761,128 | \$1,503,523 | \$3,348,228 | \$113,160 | \$114,726,039 |
| 4. Total as of June 30, 2010 | 115,259,423 | 1,636,252 | 3,406,547 | 113,731 | 120,415,953 |
| 5. Actuarial value of assets as of June 30, 2010 | 0 | 0 | 0 | 0 | 0 |
| 6. Unfunded actuarial accrued liability (UAAL) as of June 30, 2010 | \$115,259,423 | \$1,636,252 | \$3,406,547 | \$113,731 | \$120,415,953 |
| Annual Required Contribution for Fiscal Year Ending June 30, 2011 | | | | | |
| 7. Normal cost as of June 30, 2009 | \$1,997,342 | \$39,622 | \$42,787 | \$0 | \$2,079,750 |
| 8. Normal cost as of June 30, 2010 | 2,097,209 | 41,603 | 44,926 | 0 | 2,183,738 |
| 9. Adjustment for timing | 81,013 | 1,607 | 1,735 | 0 | 84,355 |
| 10. Normal cost adjusted for timing: (8) + (9) | \$2,178,222 | \$43,210 | \$46,661 | \$0 | \$2,268,093 |
| 11. 30-year amortization (increasing at 3.75% per year) of the unfunded actuarial accrued liability (UAAL) as of June 30, 2010 | 6,391,843 | 90,740 | 188,914 | 6,307 | 6,677,804 |
| 12. Adjustment for timing | 246,910 | 3,505 | 7,298 | 244 | 257,957 |
| 13. Amortization payment adjusted for timing: (11) + (12) | \$6,638,753 | \$94,245 | \$196,212 | \$6,551 | \$6,935,761 |
| 14. Total Annual Required Contribution (ARC): (10) + (13) | 8,816,975 | 137,455 | 242,873 | 6,551 | 9,203,854 |
| 15. Projected benefit payments | 5,102,910 | 27,358 | 242,157 | 8,030 | 5,380,455 |

Note: Assumes payment in the middle of the fiscal year.

SECTION 2: Valuation Results for the City of Gloucester June 30, 2009 Measurement under GASB

| Actuarial Accrued Liability (AAL) and Annual Required Contribution – Pay-As-You-Go (3.50% discount rate) | | | | | |
|--|---------------|-------------|-------------|-----------|---------------|
| Actuarial Accrued Liability by Participant Category | All Other | Sewer | Water | Waterways | Total |
| 1. Current retirees, beneficiaries and dependents | \$89,821,526 | \$1,227,630 | \$2,652,865 | \$0 | \$93,702,021 |
| 2. Current active members | 121,630,866 | 1,662,382 | 3,592,349 | 168,169 | 127,053,766 |
| 3. Total as of June 30, 2009: (1) + (2) | \$211,452,392 | \$2,890,012 | \$6,245,214 | \$168,169 | \$220,755,787 |
| 4. Total as of June 30, 2010 | 219,494,230 | 3,072,795 | 6,338,164 | 165,886 | 229,071,075 |
| 5. Actuarial value of assets as of June 30, 2010 | 0 | 0 | 0 | 0 | 0 |
| 6. Unfunded actuarial accrued liability (UAAL) as of June 30, 2010 | \$219,494,230 | \$3,072,795 | \$6,338,164 | \$165,886 | \$229,071,075 |
| Annual Required Contribution for Fiscal Year Ending June 30, 2011 | | | | | |
| 7. Normal cost as of June 30, 2009 | \$5,635,210 | \$105,763 | \$116,643 | \$0 | \$5,857,617 |
| 8. Normal cost as of June 30, 2010 | 5,916,971 | 111,052 | 122,475 | 0 | 6,150,498 |
| 9. Adjustment for timing | 102,656 | 1,927 | 2,125 | 0 | 106,708 |
| 10. Normal cost adjusted for timing: (8) + (9) | \$6,019,627 | \$112,979 | \$124,600 | \$0 | \$6,257,206 |
| 11. 30-year amortization (increasing at 3.75% per year) of the unfunded actuarial accrued liability (UAAL) as of June 30, 2010 | 7,063,415 | 98,884 | 203,965 | 5,338 | 7,371,602 |
| 12. Adjustment for timing | 122,547 | 1,716 | 3,539 | 93 | 127,895 |
| 13. Amortization payment adjusted for timing: (11) + (12) | \$7,185,962 | \$100,600 | \$207,504 | \$5,431 | \$7,499,497 |
| 14. Total Annual Required Contribution (ARC): (10) + (13) | 13,205,589 | 213,579 | 332,104 | 5,431 | 13,756,703 |
| 15. Projected benefit payments | 5,102,910 | 27,358 | 242,157 | 8,030 | 5,380,455 |

Note: Assumes payment in the middle of the fiscal year.

SECTION 2: Valuation Results for the City of Gloucester June 30, 2009 Measurement under GASB

FUNDING SCHEDULE

30 Years Closed (7.875% discount rate)

| Fiscal Year Ended June 30 | (1) Projected Benefit Payments | (2) Normal Cost with Interest | (3) Cost Amortization of UAAL | (4) Total Funding Requirement | (5) Additional Funding (4) - (1) | (6) Assets at End of Year | (7) AAL at End of Year | (8) UAAL at End of Year (7) - (6) |
|---------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|---|---------------------------------|---------------------------------|---|
| 2011 | \$5,380,455 | \$2,268,093 | \$6,935,761 | \$9,203,854 | \$3,823,399 | \$3,971,093 | \$126,666,120 | \$122,695,027 |
| 2012 | 5,932,310 | 2,381,498 | 7,195,852 | 9,577,350 | 3,645,040 | 8,069,661 | 132,953,101 | 124,883,440 |
| 2013 | 6,479,056 | 2,500,573 | 7,465,696 | 9,966,269 | 3,487,213 | 12,327,068 | 139,290,990 | 126,963,922 |
| 2014 | 6,879,143 | 2,625,602 | 7,745,660 | 10,371,262 | 3,492,119 | 16,924,840 | 145,842,305 | 128,917,465 |
| 2015 | 7,362,613 | 2,756,882 | 8,036,122 | 10,793,004 | 3,430,391 | 21,820,575 | 152,543,741 | 130,723,166 |
| 2016 | 8,063,366 | 2,894,726 | 8,337,477 | 11,232,203 | 3,168,837 | 26,830,191 | 159,188,262 | 132,358,071 |
| 2017 | 8,624,629 | 3,039,462 | 8,650,132 | 11,689,594 | 3,064,965 | 32,126,430 | 165,923,422 | 133,796,992 |
| 2018 | 9,167,421 | 3,191,435 | 8,974,512 | 12,165,947 | 2,998,526 | 37,770,742 | 172,783,060 | 135,012,318 |
| 2019 | 9,611,807 | 3,351,007 | 9,311,057 | 12,662,064 | 3,050,257 | 43,913,273 | 179,887,078 | 135,973,805 |
| 2020 | 10,075,117 | 3,518,557 | 9,660,221 | 13,178,778 | 3,103,661 | 50,594,995 | 187,243,353 | 136,648,358 |
| 2021 | 10,673,340 | 3,694,485 | 10,022,479 | 13,716,964 | 3,043,624 | 57,740,547 | 194,740,327 | 136,999,780 |
| 2022 | 11,207,007 | 3,879,209 | 10,398,322 | 14,277,531 | 3,070,524 | 65,476,750 | 202,465,265 | 136,988,515 |
| 2023 | 11,767,357 | 4,073,169 | 10,788,259 | 14,861,428 | 3,094,071 | 73,846,636 | 210,417,999 | 136,571,363 |
| 2024 | 12,355,725 | 4,276,827 | 11,192,819 | 15,469,646 | 3,113,921 | 82,896,267 | 218,597,439 | 135,701,172 |
| 2025 | 12,973,511 | 4,490,668 | 11,612,550 | 16,103,218 | 3,129,707 | 92,674,952 | 227,001,461 | 134,326,509 |
| 2026 | 13,622,187 | 4,715,201 | 12,048,021 | 16,763,222 | 3,141,035 | 103,235,474 | 235,626,773 | 132,391,299 |
| 2027 | 14,303,296 | 4,950,961 | 12,499,821 | 17,450,782 | 3,147,486 | 114,634,338 | 244,468,776 | 129,834,438 |
| 2028 | 15,018,461 | 5,198,509 | 12,968,565 | 18,167,074 | 3,148,613 | 126,932,032 | 253,521,406 | 126,589,374 |
| 2029 | 15,769,384 | 5,458,434 | 13,454,886 | 18,913,320 | 3,143,936 | 140,193,312 | 262,776,966 | 122,583,654 |
| 2030 | 16,557,854 | 5,731,356 | 13,959,444 | 19,690,800 | 3,132,946 | 154,487,504 | 272,225,938 | 117,738,434 |
| 2031 | 17,385,746 | 6,017,924 | 14,482,923 | 20,500,847 | 3,115,101 | 169,888,829 | 281,856,782 | 111,967,953 |
| 2032 | 18,255,033 | 6,318,820 | 15,026,033 | 21,344,853 | 3,089,820 | 186,476,750 | 291,655,708 | 105,178,958 |
| 2033 | 19,167,785 | 6,634,761 | 15,589,509 | 22,224,270 | 3,056,485 | 204,336,348 | 301,606,434 | 97,270,086 |
| 2034 | 20,126,174 | 6,966,499 | 16,174,116 | 23,140,615 | 3,014,441 | 223,558,721 | 311,689,922 | 88,131,201 |
| 2035 | 21,132,483 | 7,314,824 | 16,780,645 | 24,095,469 | 2,962,986 | 244,241,413 | 321,884,083 | 77,642,670 |
| 2036 | 22,189,107 | 7,680,565 | 17,409,919 | 25,090,484 | 2,901,377 | 266,488,878 | 332,163,463 | 65,674,585 |
| 2037 | 23,298,563 | 8,064,593 | 18,062,791 | 26,127,384 | 2,828,821 | 290,412,973 | 342,498,894 | 52,085,921 |
| 2038 | 24,463,491 | 8,467,823 | 18,740,146 | 27,207,969 | 2,744,478 | 316,133,489 | 352,857,119 | 36,723,630 |
| 2039 | 25,686,665 | 8,891,214 | 19,442,901 | 28,334,115 | 2,647,450 | 343,778,720 | 363,200,376 | 19,421,656 |
| 2040 | 26,970,999 | 9,335,775 | 20,172,010 | 29,507,785 | 2,536,786 | 373,486,073 | 373,486,073 | - |

Note: Assumes payment in the middle of the fiscal year.

SECTION 2: Valuation Results for the City of Gloucester June 30, 2009 Measurement under GASB

PROJECTION OF ANNUAL REQUIRED CONTRIBUTION

30 Years Open (3.50% discount rate)

| Fiscal Year Ended June 30 | (1) Projected Benefit Payments | (2) Normal Cost with Interest | (3) Amortization of UAAL | (4) ARC | (5) Additional Funding (4) - (1) | (6) Assets at End of Year | (7) AAL at End of Year | (8) UAAL at End of Year (7) - (6) |
|---------------------------|-----------------------------------|----------------------------------|-----------------------------|--------------|-------------------------------------|------------------------------|---------------------------|--------------------------------------|
| 2011 | \$5,380,455 | \$6,257,206 | \$7,499,497 | \$13,750,703 | \$0 | \$0 | \$237,980,525 | \$237,980,525 |
| 2012 | 5,932,310 | 6,570,066 | 7,791,179 | 14,361,245 | - | - | 246,958,664 | 246,958,664 |
| 2013 | 5,932,310 | 6,898,569 | 8,085,112 | 14,983,681 | - | - | 256,585,240 | 256,585,240 |
| 2014 | 6,479,056 | 7,243,497 | 8,400,274 | 15,643,771 | - | - | 266,343,427 | 266,343,427 |
| 2015 | 6,879,143 | 7,605,672 | 8,719,745 | 16,325,417 | - | - | 276,404,581 | 276,404,581 |
| 2016 | 7,362,613 | 7,985,956 | 9,049,134 | 17,035,090 | - | - | 286,712,899 | 286,712,899 |
| 2017 | 8,063,366 | 8,385,254 | 9,386,615 | 17,771,869 | - | - | 297,075,323 | 297,075,323 |
| 2018 | 8,624,629 | 8,804,517 | 9,725,868 | 18,530,385 | - | - | 307,655,968 | 307,655,968 |
| 2019 | 9,167,421 | 9,244,743 | 10,072,265 | 19,317,008 | - | - | 318,502,590 | 318,502,590 |
| 2020 | 9,611,807 | 9,706,980 | 10,427,369 | 20,134,349 | - | - | 329,747,005 | 329,747,005 |
| 2021 | 10,075,117 | 10,192,329 | 10,795,497 | 20,987,826 | - | - | 341,407,396 | 341,407,396 |
| 2022 | 10,578,873 | 10,701,945 | 11,177,243 | 21,879,188 | - | - | 353,481,862 | 353,481,862 |
| 2023 | 11,107,816 | 11,237,042 | 11,572,546 | 22,809,588 | - | - | 365,985,195 | 365,985,195 |
| 2024 | 11,663,207 | 11,798,894 | 11,981,889 | 23,780,783 | - | - | 378,932,718 | 378,932,718 |
| 2025 | 12,246,368 | 12,388,839 | 12,405,775 | 24,794,614 | - | - | 392,340,306 | 392,340,306 |
| 2026 | 12,858,686 | 13,008,281 | 12,844,722 | 25,853,003 | - | - | 406,224,407 | 406,224,407 |
| 2027 | 13,501,620 | 13,658,695 | 13,299,270 | 26,957,965 | - | - | 420,602,061 | 420,602,061 |
| 2028 | 14,176,701 | 14,341,630 | 13,769,976 | 28,111,606 | - | - | 435,490,924 | 435,490,924 |
| 2029 | 14,885,536 | 15,058,712 | 14,257,418 | 29,316,130 | - | - | 450,909,287 | 450,909,287 |
| 2030 | 15,629,813 | 15,811,648 | 14,762,196 | 30,573,844 | - | - | 466,876,102 | 466,876,102 |
| 2031 | 16,411,304 | 16,602,230 | 15,284,929 | 31,887,159 | - | - | 483,411,004 | 483,411,004 |
| 2032 | 17,231,869 | 17,432,342 | 15,826,261 | 33,258,603 | - | - | 500,534,340 | 500,534,340 |
| 2033 | 18,093,463 | 18,303,959 | 16,386,857 | 34,690,816 | - | - | 518,267,190 | 518,267,190 |
| 2034 | 18,998,136 | 19,219,157 | 16,967,408 | 36,186,565 | - | - | 536,631,397 | 536,631,397 |
| 2035 | 19,948,043 | 20,180,115 | 17,568,629 | 37,748,744 | - | - | 555,649,594 | 555,649,594 |
| 2036 | 20,945,445 | 21,189,121 | 18,191,260 | 39,380,381 | - | - | 575,345,233 | 575,345,233 |
| 2037 | 21,992,717 | 22,248,577 | 18,836,070 | 41,084,647 | - | - | 595,742,615 | 595,742,615 |
| 2038 | 23,092,353 | 23,361,006 | 19,503,855 | 42,864,861 | - | - | 616,866,921 | 616,866,921 |
| 2039 | 24,246,970 | 24,529,056 | 20,195,437 | 44,724,493 | - | - | 638,744,243 | 638,744,243 |
| 2040 | 25,459,319 | 25,755,509 | 20,911,673 | 46,667,182 | - | - | 661,401,620 | 661,401,620 |

Note: Assumes payment in the middle of the fiscal year.

SECTION 2: Valuation Results for the City of Gloucester June 30, 2009 Measurement under GASB

December 20, 2011

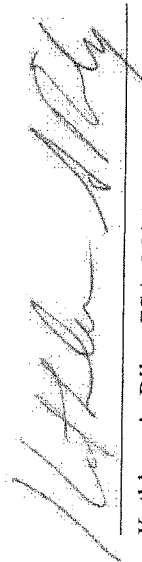
ACTUARIAL CERTIFICATION

This is to certify that The Segal Company has conducted an actuarial valuation of certain benefit obligations of the City of Gloucester other postemployment benefit programs as of June 30, 2009, in accordance with generally accepted actuarial principles and practices. The actuarial calculations presented in this report have been made on a basis consistent with our understanding of GASB Statements Number 43 and 45 for the determination of the liability for postemployment benefits other than pensions.

The actuarial valuation is based on the plan of benefits verified by the City and on participant and premium data provided by the City or from vendors employed by the City.

The actuarial computations made are for purposes of fulfilling plan accounting requirements. Determinations for purposes other than meeting financial accounting requirements may be significantly different from the results reported here. Accordingly, additional determinations may be needed for other purposes, such as judging benefit security at termination or adequacy of funding an ongoing plan.

To the best of our knowledge, this report is complete and accurate and in our opinion presents the information necessary to comply with GASB Statements Number 43 and 45 with respect to the benefit obligations addressed. The signing actuaries are members of the Society of Actuaries, the American Academy of Actuaries, and other professional actuarial organizations and collectively meet their "General Qualification Standards for Statements of Actuarial Opinion" to render the actuarial opinion contained herein. To the best of our knowledge, the information supplied in this actuarial valuation is complete and accurate. Further, in our opinion, the assumptions as approved by the City are reasonably related to the experience and expectations of the postemployment benefit programs.



Kathleen A. Riley, FSA, MAAA, EA
Senior Vice President and Actuary



Howard Atkinson, Jr., ASA, MAAA, FCA
Vice President and Health Actuary

SECTION 3: Valuation Details for the City of Gloucester June 30, 2009 Measurement under GASB

CHART 1

Required Supplementary Information – Schedule of Employer Contributions

| Fiscal Year Ended June 30, | Annual Required Contributions | Actual Contributions | Percentage Contributed |
|---------------------------------------|--|---------------------------------|-----------------------------------|
| 2009 | \$11,818,624 | \$4,469,661 | 37.8% |
| 2010 | 12,683,069 | 4,782,465 | 37.7% |
| 2011 | 13,791,187 | 5,380,455 | 39.0% |

SECTION 3: Valuation Details for the City of Gloucester June 30, 2009 Measurement under GASB

This schedule of funding progress presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

CHART 2

Required Supplementary Information – Schedule of Funding Progress

| Actuarial Valuation Date | Actuarial Value of Assets* (a) | Actuarial Accrued Liability (AAL) (b) | Unfunded AAL (UAAL) (b) - (a) | Funded Ratio (a) / (b) | Covered Payroll (c) | UAAL as a Percentage of Covered Payroll [(b) - (a) / (c)] |
|--------------------------|--------------------------------|---------------------------------------|-------------------------------|------------------------|---------------------|---|
| 1/1/2008 | \$0 | \$147,790,883 | \$147,790,883 | 0.00% | \$47,234,000 | 312.89% |
| 6/30/2009 | 0 | 220,755,787 | 220,755,787 | 0.00% | -- | -- |

Note: Enter covered payroll for fiscal year 2011.

SECTION 3: Valuation Details for the City of Gloucester June 30, 2009 Measurement under GASB

CHART 3

Required Supplementary Information – Net OPEB Obligation (NOO)

| Fiscal Year Ended June 30, | Annual Required Contribution (a) | Interest on Existing NOO (b) | ARC Adjustment (c) | Annual OPEB Cost (a) + (b) + (c) (d) | Actual Contribution Amount (e) | Net Increase in NOO (d) - (e) (f) | NOO as of Following Date (g) |
|-------------------------------|---|---------------------------------------|--------------------------|---|---|--|---------------------------------------|
| 2009 | \$11,818,624 | \$0 | \$0 | \$11,818,624 | \$4,469,661 | \$7,348,963 | \$7,348,963 |
| 2010 | 12,605,779 | 330,703 | (253,413) | 12,683,069 | 4,782,465 | 7,900,604 | 15,249,567 |
| 2011 | 13,756,703 | 533,735 | (499,251) | 13,791,187 | 5,380,455 | 8,410,732 | 23,660,299 |

SECTION 3: Valuation Details for the City of Gloucester June 30, 2009 Measurement under GASB

CHART 4

Required Supplementary Information

| | |
|--|--|
| Valuation date | June 30, 2009 |
| Actuarial cost method | Projected Unit Credit |
| Amortization method | Payments increasing at 3.75% per year |
| Remaining amortization period | 30 years open |
| Asset valuation method | Market value |
| Actuarial assumptions: | |
| Investment rate of return | 3.50% |
| Inflation rate | 3.75% |
| Medical/drug cost trend rate | 10.00% decreasing by 0.75% for 6 years and by 0.50% for 1 year to an ultimate level of 5.00% per year. |
| Plan membership: | |
| Current retirees, beneficiaries, and dependents* | 887 |
| Current active members | 656 |
| Total | 1,543 |

* Includes 44 retirees with life insurance only.

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

This exhibit summarizes the participant data used for the July 1, 2009 valuation.

**EXHIBIT I
Summary of Participant Data**

| | July 1, 2009 |
|--|--------------|
| Active employees covered for medical benefits | |
| Number of employees | |
| Male | 298 |
| Female | 358 |
| Total | 656 |
| Average age | 49.1 |
| Average service | 13.1 |
| Retired employees, spouses and beneficiaries covered for medical benefits | |
| Number of individuals | 843 |
| Average age | 70.7 |
| Retired employees eligible life insurance | |
| Number of individuals* | 531 |
| Average age | 71.9 |

* Includes 44 retirees with life insurance only.

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

EXHIBIT II

Actuarial Assumptions and Actuarial Cost Method

| | |
|--|---|
| Data: | Detailed census data, premium rates, and summary plan descriptions for postemployment welfare benefits were provided by the City of Gloucester. |
| Actuarial Cost Method: | Projected Unit Credit |
| Per Capita Cost Development: | |
| <i>Medical and drug (Non-Teachers)</i> | Per capita costs were based on the fully-insured premium rates effective July 1, 2008. Premiums were combined by taking a weighted average based on the number of participants in each plan, and were then trended to the midpoint of the valuation year at assumed trend rates. For plans that are not community rated, actuarial factors were then applied to the premium to estimate individual retiree and spouse costs by age and by gender. |
| <i>Medical and drug (Teachers)</i> | Per capita costs for retired teachers participating in the Group Insurance Commission's (GIC) Retired Municipal Teachers plan were taken from the January 1, 2010 Commonwealth of Massachusetts Postemployment Benefit Plans Actuarial Valuation. These costs shown in the report were trended to the midpoint of the valuation at the assumed trend rates. |
| Measurement Date: | June 30, 2009 |
| Discount Rate: | 3.50% pay-as-you-go and 7.875% funded |
| Mortality Rates: | |
| <i>Pre-Retirement (Non-Teachers)</i> | RP-2000 Healthy Employee Mortality Table |
| <i>Healthy (Non-Teachers)</i> | RP-2000 Healthy Annuitant Mortality Table |
| <i>Disabled (Non-Teachers)</i> | RP-2000 Healthy Annuitant Mortality Table set forward 2 years |
| <i>Pre-Retirement (Teachers)</i> | RP-2000 Healthy Employee Mortality Table projected 10 years with Scale AA |
| <i>Healthy (Teachers)</i> | RP-2000 Healthy Annuitant Mortality Table projected 10 years with Scale AA |
| <i>Disabled (Teachers)</i> | RP-2000 Healthy Annuitant Mortality Table set forward 3 years for males |

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

| Termination Rates before Retirement: | | | | | | |
|---|-----------|--------|------------|-------------------|------------|------------|
| Groups 1 and 2 (excluding Teachers) - Rate per year (%) | | | | | | |
| Age | Mortality | | | Rate per year (%) | | |
| | Male | Female | Disability | Disability | Withdrawal | Withdrawal |
| 20 | 0.03 | 0.02 | 0.03 | 0.03 | 37.51 | 37.51 |
| 25 | 0.04 | 0.02 | 0.04 | 0.04 | 28.23 | 28.23 |
| 30 | 0.04 | 0.03 | 0.06 | 0.06 | 17.35 | 17.35 |
| 35 | 0.08 | 0.05 | 0.08 | 0.08 | 10.07 | 10.07 |
| 40 | 0.11 | 0.07 | 0.12 | 0.12 | 7.21 | 7.21 |
| 45 | 0.15 | 0.11 | 0.18 | 0.18 | 5.68 | 5.68 |
| 50 | 0.21 | 0.17 | 0.31 | 0.31 | 4.57 | 4.57 |
| 55 | 0.30 | 0.26 | 0.50 | 0.50 | -- | -- |
| 60 | -- | -- | 0.61 | 0.61 | -- | -- |

Note: 55% of the rates shown represent accidental disability and death.

| Group 4 - Rate per year (%) | | | | | | |
|-----------------------------|-----------|--------|------------|-------------------|------------|------------|
| Age | Mortality | | | Rate per year (%) | | |
| | Male | Female | Disability | Disability | Withdrawal | Withdrawal |
| 20 | 0.03 | 0.02 | 0.10 | 0.10 | 3.15 | 3.15 |
| 25 | 0.04 | 0.02 | 0.12 | 0.12 | 2.85 | 2.85 |
| 30 | 0.04 | 0.03 | 0.18 | 0.18 | 2.48 | 2.48 |
| 35 | 0.08 | 0.05 | 0.26 | 0.26 | 1.88 | 1.88 |
| 40 | 0.11 | 0.07 | 0.38 | 0.38 | 0.84 | 0.84 |
| 45 | 0.15 | 0.11 | 0.58 | 0.58 | -- | -- |
| 50 | 0.21 | 0.17 | 0.98 | 0.98 | -- | -- |
| 55 | 0.30 | 0.26 | 1.60 | 1.60 | -- | -- |
| 60 | -- | -- | 1.97 | 1.97 | -- | -- |

Note: 90% of the rates shown represent accidental disability and death.

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

| Age | Teachers - Rate per year (%) | | |
|-----|------------------------------|--------|------------|
| | Mortality | | Disability |
| | Male | Female | |
| 20 | 0.03 | 0.02 | 0.00 |
| 25 | 0.03 | 0.02 | 0.01 |
| 30 | 0.04 | 0.02 | 0.01 |
| 35 | 0.07 | 0.04 | 0.01 |
| 40 | 0.10 | 0.06 | 0.01 |
| 45 | 0.13 | 0.10 | 0.03 |
| 50 | 0.18 | 0.14 | 0.05 |
| 55 | 0.25 | 0.23 | 0.08 |
| 60 | 0.42 | 0.37 | 0.10 |

Notes: 35% of the disability rates shown represent accidental disability.
55% of the death rates shown represent accidental death.

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

Withdrawal Rates:

| Age | 0 - 4 Years of Service | | Teachers (%) | | 10+ Years of Service | |
|-----|------------------------|--------|--------------|--------|----------------------|--------|
| | Male | Female | Male | Female | Male | Female |
| 20 | 12.0 | 10.0 | 4.5 | 9.0 | 1.0 | 5.0 |
| 30 | 11.4 | 12.0 | 4.5 | 9.0 | 1.0 | 5.0 |
| 40 | 9.7 | 11.0 | 5.4 | 6.5 | 1.7 | 2.9 |
| 50 | 10.0 | 8.2 | 4.8 | 4.2 | 2.2 | 2.1 |

Retirement Rates:

| Age | Rate per year (%) | |
|-------|--|---------|
| | Groups 1 and 2 (excluding Teachers) | Group 4 |
| 50-54 | -- | 2.0 |
| 55 | 10.0 | 5.0 |
| 56-58 | 3.0 | 5.0 |
| 59 | 5.0 | 5.0 |
| 60-61 | 5.0 | 10.0 |
| 62-64 | 10.0 | 20.0 |
| 65 | 100.0 | 100.0 |

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

| Age | Teachers - Rate per year (%) | | | | | |
|---------|------------------------------|--------|---------|--------|------------|--------|
| | Years of Service | | | | | |
| | Less than 20 | | 20 - 29 | | 30 or more | |
| | Male | Female | Male | Female | Male | Female |
| 50 - 53 | 0.0 | 0.0 | 1.0 | 1.5 | 2.0 | 2.0 |
| 54 | 0.0 | 0.0 | 1.0 | 1.5 | 2.0 | 2.0 |
| 55 | 3.0 | 2.0 | 3.0 | 3.0 | 6.0 | 6.0 |
| 56 | 8.0 | 2.0 | 5.0 | 3.0 | 20.0 | 15.0 |
| 57 | 15.0 | 8.0 | 8.0 | 7.0 | 35.0 | 30.0 |
| 58 | 15.0 | 10.0 | 10.0 | 7.0 | 50.0 | 35.0 |
| 59 | 20.0 | 15.0 | 20.0 | 11.0 | 50.0 | 35.0 |
| 60 | 15.0 | 20.0 | 20.0 | 16.0 | 50.0 | 35.0 |
| 61 | 30.0 | 20.0 | 25.0 | 20.0 | 50.0 | 35.0 |
| 62 | 20.0 | 25.0 | 30.0 | 30.0 | 40.0 | 35.0 |
| 63 | 30.0 | 24.0 | 30.0 | 30.0 | 40.0 | 40.0 |
| 64 | 40.0 | 20.0 | 30.0 | 30.0 | 50.0 | 30.0 |
| 65 | 40.0 | 30.0 | 40.0 | 30.0 | 50.0 | 35.0 |
| 66 | 40.0 | 30.0 | 30.0 | 30.0 | 50.0 | 35.0 |
| 67 | 40.0 | 30.0 | 30.0 | 30.0 | 50.0 | 35.0 |
| 68 | 40.0 | 30.0 | 30.0 | 30.0 | 50.0 | 30.0 |
| 69 | 40.0 | 30.0 | 30.0 | 30.0 | 50.0 | 30.0 |
| 70 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 |

Dependents:

Demographic data was available for spouses of current retirees. For future retirees, husbands were assumed to be three years older than their wives. For future retirees who elect to continue their health coverage at retirement, 70% were assumed to have an eligible spouse who also opts for health coverage at that time.

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

Per Capita Health Costs:

Fiscal 2009 – 2010 medical and prescription drug claims costs are shown in the table below for retirees and for spouses at selected ages. These costs are net of deductibles and other benefit plan cost sharing provisions.

City Plans

| Age | Non-Medicare Plans | | | | Medicare Plans | | | |
|-----|--------------------|---------|---------|---------|----------------|---------|---------|---------|
| | Retiree | | Spouse | | Retiree | | Spouse | |
| | Male | Female | Male | Female | Male | Female | Male | Female |
| 45 | \$7,122 | \$8,935 | \$4,418 | \$6,669 | N/A | N/A | N/A | N/A |
| 50 | 8,454 | 9,629 | 5,905 | 7,731 | N/A | N/A | N/A | N/A |
| 55 | 10,039 | 10,365 | 7,901 | 8,949 | N/A | N/A | N/A | N/A |
| 60 | 11,923 | 11,172 | 10,578 | 10,379 | N/A | N/A | N/A | N/A |
| 65 | 14,160 | 12,036 | 14,160 | 12,036 | \$5,264 | \$4,474 | \$5,264 | \$4,474 |
| 70 | 16,411 | 12,971 | 16,411 | 12,971 | 6,101 | 4,822 | 6,101 | 4,822 |
| 75 | 17,686 | 13,962 | 17,686 | 13,962 | 6,575 | 5,190 | 6,575 | 5,190 |
| 80 | 19,045 | 15,052 | 19,045 | 15,052 | 7,080 | 5,596 | 7,080 | 5,596 |

Medicare Advantage Plan:

Medicare Advantage Plan:

\$2,226

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

GIC Plans*

| Age | Retired on or before June 1, 1990 | | | | | |
|-----|-----------------------------------|---------|-------------------|-----------------------|---------|-------------------|
| | Indemnity | | | HMO | | |
| | Non-Medicare Eligible | | Medicare Eligible | Non-Medicare Eligible | | Medicare Eligible |
| | Retiree | Spouse | Retiree Spouse | Retiree | Spouse | Retiree Spouse |
| 45 | \$6,137 | \$5,875 | N/A | \$4,035 | \$3,890 | N/A |
| 50 | 7,218 | 6,911 | N/A | 4,747 | 4,576 | N/A |
| 55 | 8,491 | 8,130 | N/A | 5,584 | 5,382 | N/A |
| 60 | 10,135 | 9,702 | N/A | 6,664 | 6,424 | N/A |
| 65 | 12,469 | 11,945 | \$2,690 | 8,192 | 7,902 | \$2,170 |
| 70 | 14,394 | 13,790 | 3,103 | 9,456 | 9,122 | 2,505 |
| 75 | 16,217 | 15,542 | 3,494 | 10,652 | 10,277 | 2,820 |
| 80 | 17,749 | 17,018 | 3,820 | 11,653 | 11,247 | 3,084 |

* Costs are net of contributions.

| Age | Retired after June 1, 1990 | | | | | |
|-----|----------------------------|---------|-------------------|-----------------------|---------|-------------------|
| | Indemnity | | | HMO | | |
| | Non-Medicare Eligible | | Medicare Eligible | Non-Medicare Eligible | | Medicare Eligible |
| | Retiree | Spouse | Retiree Spouse | Retiree | Spouse | Retiree Spouse |
| 45 | \$5,870 | \$5,517 | N/A | \$3,883 | \$3,665 | N/A |
| 50 | 6,904 | 6,490 | N/A | 4,568 | 4,311 | N/A |
| 55 | 8,121 | 7,634 | N/A | 5,373 | 5,072 | N/A |
| 60 | 9,692 | 9,112 | N/A | 6,413 | 6,053 | N/A |
| 65 | 11,932 | 11,229 | \$2,543 | 7,889 | 7,451 | \$2,041 |
| 70 | 13,776 | 12,970 | 2,933 | 9,107 | 8,605 | 2,356 |
| 75 | 15,528 | 14,625 | 3,303 | 10,260 | 9,696 | 2,653 |
| 80 | 17,004 | 16,024 | 3,612 | 11,229 | 10,618 | 2,900 |

* Costs are net of contributions.

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

Health Care Cost Trend Rates:

Health care trend measures the anticipated overall rate at which health plan costs are expected to increase in future years. The rates shown below are "net" and are applied to the net per capita costs shown above. The trend shown for a particular plan year is the rate that must be applied to that year's cost to yield the next year's projected cost.

| Year Ending June 30 | Medical/Drug | Admin |
|------------------------|--------------|-------|
| 2010 | 10.00% | 5.00% |
| 2011 | 9.25% | 5.00% |
| 2012 | 8.50% | 5.00% |
| 2013 | 7.75% | 5.00% |
| 2014 | 7.00% | 5.00% |
| 2015 | 6.25% | 5.00% |
| 2016 | 5.50% | 5.00% |
| 2017 & later | 5.00% | 5.00% |

Retiree Contribution Increase Rate: Retiree contributions for medical and prescription drug coverage are expected to increase with medical trend.

Participation and Coverage Election: 100% of active employees with coverage are assumed to elect retiree coverage.
100% of retirees over age 65 are assumed to remain in their current medical plan for life.

City Plans:

For future retirees hired prior to 1986 and current retirees under age 65, 95% are assumed to be eligible for Medicare and are assumed to enroll in a Blue Cross Medicare Supplement plan upon reaching age 65, and 5% are assumed to be ineligible for Medicare and remain enrolled in a non-Medicare plan. For future retirees hired in 1986 or later, 100% are assumed to enroll in a Blue Cross Medicare Supplement plan upon reaching age 65.

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

GIC Plans:

If less than age 65 at retirement, 100% are assumed to elect a GIC non-Medicare Indemnity plan upon retirement. For future retirees hired before 1986 and current retirees under the age of 65, 85% are assumed to be eligible for Medicare and elect a GIC Medicare Indemnity plan upon reaching age 65. The other 15% are assumed to be ineligible for Medicare and elect a GIC non-Medicare Indemnity plan upon reaching age 65. For future retirees hired in 1986 or later, 100% are assumed to be eligible for Medicare and elect a GIC Medicare Indemnity plan upon reaching age 65.

Life Insurance:

100% of current and future retirees with medical coverage are assumed to have life insurance coverage.

Plan Design:

Development of plan liabilities was based on the substantive plan of benefits in effect as described in Exhibit III.

Administrative Expenses:

Administrative expenses are assumed to be included in the fully insured premium rates. Administrative expenses are assumed to be \$525 for the GIC indemnity plans and \$328 for the GIC HMO plans and are assumed to increase at 5.0%.

Annual Maximum Benefits:

No increase in the annual maximum benefit levels was assumed.

Lifetime Maximum Benefits:

No information was available regarding accumulations toward lifetime maximum benefits and no such accumulations were assumed.

Missing Participant Data:

A missing census item for a given participant was assumed to equal the average value of that item over all other participants of the same status for whom the item is known.

Health Care Reform Assumption:

The Patient Protection and Affordable Care Act (PPACA) and the Health Care and Education Reconciliation Act (HCERA) of 2010 creates a temporary reinsurance program for eligible health care coverage for pre-Medicare retirees over age 55. The program will reimburse the plan sponsor for 80% of the retiree claims between \$15,000 and \$90,000. Due to the short nature of this program, the limited financing, and uncertainty of qualifying and receiving payment (the program will be on a first come first served basis until financing runs out), we have not reflected the value of this program in the valuation. Additional provisions of these Acts that may affect retiree health benefits in the future have not been reflected.

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

Assumption Changes

Since Prior Valuation:

Per capita health costs were updated to better reflect current experience.

The medical and prescription drug trend assumptions were revised to reflect current experience and future expectations.

Demographic assumptions were revised to match the assumption used in the Gloucester Retirement System valuation as of January 1, 2010.

The termination and retirement rates for teachers were revised to match the rates used in the Massachusetts Teachers' Retirement System Actuarial Valuation Report as of January 1, 2010.

The enrollment assumptions for both City and GIC retirees were revised to reflect current distributions.

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

EXHIBIT III
Summary of Plan

This exhibit summarizes the major benefit provisions as included in the valuation. To the best of our knowledge, the summary represents the substantive plans as of the measurement date. It is not intended to be, nor should it be interpreted as, a complete statement of all benefit provisions.

Eligibility:

Retired and receiving a pension from the City of Gloucester Retirement System or Massachusetts State Teachers Retirement System.

Group 1 and Group 2 (including Teachers):

- Retirees with at least 10 years of creditable service are eligible at age 55;
- Retirees with at least 20 years of creditable service are eligible at any age.

Group 4:

- Retirees with at least 10 years of creditable service are eligible at age 45;
- Retirees with at least 20 years of creditable service are eligible at any age.

Disability: Accidental (job-related) Disability has no age or service requirement. Ordinary (non-job related) Disability has no age requirement but requires 10 years of creditable service.

Pre-Retirement Death: Surviving spouses of members who die in active service on Accidental (job-related) Death are eligible at any age. Surviving spouses of members who die in active service on Ordinary (non-job related) Death are eligible after two years of service.

Post-Retirement Death: Surviving spouse is eligible.

Benefit Types (Non-Teachers):

Medical and prescription drug benefits are provided to all eligible retirees through a variety of plans offered by Blue Cross Blue Shield of Massachusetts. The City of Gloucester also pays 50% of the retiree life insurance premium, 25% of the Part B premium and reimburses the Medicare Part B penalty for six retirees and spouses.

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

| | |
|-------------------------------------|---|
| Benefit Types (Teachers): | Medical and prescription drug benefits are provided to all eligible retirees through a variety of plans offered through the Commonwealth of Massachusetts Group Insurance Commission (GIC). (Dental coverage is offered but it is 100% retiree paid and therefore has no impact on this valuation.) |
| Duration of Coverage: | Lifetime. |
| Dependent Benefits: | Medical and Prescription Drugs. |
| Dependent Coverage: | Benefits are payable to a spouse for their lifetime, regardless of when the retiree dies. |
| MGL Chapter 32B, Section 18: | Adopted. |
| Retiree Life: | \$1,000 |
| Retiree Contributions: | Premium rates and retiree contributions as of July 1, 2008 and January 1, 2010 are summarized on the following pages: |

SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

City of Gloucester Plans

| Subscribers | | Retirees 65 and over* | | Monthly Premium (eff. 7/1/2008) | City Cost | Retiree cost | Surviving Spouse Cost*** |
|--|---------|-----------------------|---|---------------------------------|------------|--------------|--------------------------|
| Active | Retiree | Total | | | | | |
| <u>Non-Medicare Actives and Retirees</u> | | | | | | | |
| Blue Choice | | | | | | | |
| 175 | 40 | 215 | 7 | \$564.81 | \$423.61 | \$141.20 | \$282.41 |
| 413 | 53 | 466 | 2 | \$1,499.78 | \$1,124.84 | \$374.95 | \$749.89 |
| HMO Blue Value Plus | | | | | | | |
| 28 | 1 | 29 | 0 | \$545.04 | \$408.78 | \$136.26 | \$272.52 |
| 36 | 1 | 37 | 0 | \$1,447.30 | \$1,085.48 | \$361.83 | \$723.65 |
| Blue Care Elect Preferred | | | | | | | |
| 0 | 3 | 3 | 0 | \$652.47 | \$489.35 | \$163.12 | \$326.24 |
| 4 | 4 | 8 | 0 | \$1,635.58 | \$1,226.69 | \$408.90 | \$817.79 |
| 656 | 102 | 758 | 9 | | | | |
| Non-Medicare Total | | | | | | | |

| | Subscribers | | | Monthly Premium (eff. 7/1/2008) | City Cost | Retiree cost | Surviving Spouse Cost |
|----------------------------------|-------------|---------|-------|------------------------------------|-----------|--------------|--------------------------|
| | Active | Retiree | Total | | | | |
| <u>Medicare Supplement Plans</u> | | | | | | | |
| BCBS Medex | N/A | 203 | 203 | \$434.90 | \$217.45 | \$108.73 | \$217.45 |
| <u>Medicare Advantage Plans</u> | | | | | | | |
| Tufts Secure Horizon | N/A | 4 | 4 | \$164.00 | \$98.40 | \$41.00 | \$82.00 |
| <u>Medicare Total</u> | | 207 | 207 | | | | |
| <u>Retiree Total**</u> | | 309 | | | | | |

* 9 of 216 over-65 retirees are in a non-Medicare plan
 ** In addition, there are 224 spouses of retirees covered under an individual or family policy.
 *** Surviving spouse cost was 50% at the time of the valuation but has since been dropped to 25%.

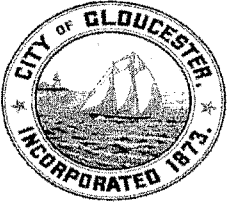
SECTION 4: Supporting Information for the City of Gloucester June 30, 2009 Measurement under GASB

| <u>GIC Plans</u> | | Monthly Cost (eff. 7/1/2011) |
|--|------------------------------|---|
| <u>Retirees</u> | <u>Retirees 65 and over*</u> | |
| | | Retired on or before July 1, 1990 (10% of premium) Retired after July 1, 1990 (15% of premium) |
| <u>Non-Medicare Retirees - GIC Plans</u> | | |
| Commonwealth Indemnity (Comprehensive) | | |
| Individual | 48 | \$106.64 |
| Family | 21 | \$258.18 |
| | | \$143.94 |
| | | \$347.86 |
| <u>Non-Medicare Total</u> | 69 | 23 |

| | Retirees | Monthly Cost (eff. 7/1/2011) |
|---|----------|------------------------------|
| <u>Medicare Retirees - GIC Plans</u> | | |
| Commonwealth Indemnity Plan (Comprehensive) | 147 | \$39.23 |
| | | \$55.32 |
| Commonwealth Indemnity Plan (Non-Comprehensive) | 1 | \$28.67 |
| | | \$44.76 |
| Tufts Medicare Complement | 4 | \$38.20 |
| | | \$57.30 |
| <u>Medicare Total</u> | 152 | |
| <u>Retiree Total**</u> | 221 | |

* 23 of 175 over-65 retirees are in a non-Medicare plan
 ** In addition, there are 89 spouses and surviving spouses of retirees covered under an individual or family policy.

7534598v2/13495.001



CITY OF GLOUCESTER 2012 CITY COUNCIL ORDER

ORDER: #CC2012-016
COUNCILLORS: Greg Verga & Bob Whynott

DATE RECEIVED BY COUNCIL: 02/28/12
REFERRED TO: Mayor and B&F
FOR COUNCIL VOTE:

ORDERED that the Administration through the office of the Collector prepare a report for presentation to the Council compiling all parking meter revenues from 2009 through the most recent date, broken down by month and area of said meters; and further project revenues for the current and next fiscal year.

And further

ORDERED that this matter thereafter be referred to the Budget & Finance Committee for review and recommendation.

Greg Verga
Ward 5 Councillor

Bob Whynott
Councillor at Large



CITY OF GLOUCESTER 2012 CITY COUNCIL ORDER

| | |
|-----------------------------|------------------------------------|
| ORDER: Councillor | #CC2012-001 Jackie Hardy |
|-----------------------------|------------------------------------|

| | |
|--|----------------------------|
| DATE RECEIVED BY COUNCIL: 01/10/12 REFERRED TO: FOR COUNCIL VOTE: | O&A and B&F |
|--|----------------------------|

ORDERED that the City Council review the salary of the office of the Mayor as in accordance with the Gloucester City Charter, Article 3, Sec. 3-1(c) and amend Code of Ordinances Sec. 2-54 accordingly.

And Further

ORDERED that this matter be referred to the Ordinances and Administration Committee and the Budget and Finance Committee for review and recommendation.

Jacqueline Hardy
Ward 4 Councillor

Article 3-1(c) *Compensation* — The city council shall by ordinance establish an annual salary for the mayor. No ordinance establishing or increasing such salary shall be effective unless it shall have been adopted in the first eighteen months of the term for which councilors are elected and it provides that such salary is to be effective at the commencement of the next term of office of the mayor.



**CITY OF GLOUCESTER 2012
CITY COUNCIL ORDER**

ORDER: #CC2012-005
COUNCILLORS: Bruce Tobey

DATE RECEIVED BY COUNCIL: 01/24/12
REFERRED TO: B&F
FOR COUNCIL VOTE:

ORDERED that the salary of the Mayor be set at \$100,000 per annum for the term beginning January 1, 2014.

And Further

ORDERED that this matter be referred to the Budget and Finance Committee for review and recommendation.

Bruce Tobey
Councillor At Large

Management Salary Survey

| MAYOR | POPULATION | SALARY | OVERSEES WATER PLANT | OVERSEES SEWER PLANT |
|---|------------|-----------|-------------------------|-------------------------|
| Agawam | 28,091 | \$85,000 | No | No |
| Amesbury | 16,584 | \$80,000 | Yes | Yes |
| Attleboro | 42,833 | \$85,000 | Yes | Yes |
| Beverly | 39,343 | \$90,560 | No | No |
| Boston | 620,535 | \$175,000 | No | No |
| Braintree | 35,294 | \$105,261 | No | No |
| Brockton salary is based on annual CPI and fluctuates | 93,007 | \$132,482 | Yes | Yes |
| Chickopee | 54,941 | \$65,000 | Yes | Yes |
| Easthampton | 16,195 | \$62,000 | No | No |
| Everett | 37,353 | \$85,000 | No | No |
| Fall River | 90,931 | \$110,653 | Yes | Yes |
| Fitchburg | 42,215 | \$60,580 | Yes | Yes |
| Gardner | 20,682 | \$78,650 | Yes | Yes |
| Haverhill | 61,275 | \$90,000 | Yes | Yes |
| Holyoke | 39,947 | \$85,000 | No | No |
| Lawrence | 70,014 | \$85,000 | Yes | Yes |
| Lynn | 86,957 | \$87,000 | Yes | Yes |
| Malden | 55,597 | \$105,000 | No | No |
| Marlborough | 37,932 | \$78,680 | Yes | Yes |
| Medford | 55,573 | \$123,753 | No | No |
| Melrose | 26,708 | \$98,907 | No | No |
| Methuen | 44,065 | \$80,000 | Yes | No |
| New Bedford | 91,365 | \$107,636 | Yes | Yes |
| Newburyport | 17,542 | \$60,000 | Yes | Yes |
| Newton | 82,139 | \$97,500 | No | No |
| North Adams | 13,711 | \$84,470 | Yes | No |
| Northampton | 28,379 | \$80,000 | Yes | Yes |
| Peabody | 51,331 | \$94,933 | Yes | Yes |
| Pittsfield | 42,652 | \$80,914 | Yes | Yes |
| Quincy | 92,339 | \$119,196 | No | No |
| Revere | 60,204 | \$118,068 | No | No |
| Salem | 41,256 | \$80,000 | No | No |
| Somerville | 75,662 | \$125,000 | No | No |
| Springfield | 155,521 | \$95,000 | No | No |
| Taunton | 55,702 | \$88,000 | Yes | Yes |
| Waltham | 60,236 | \$106,994 | Yes | Yes |
| Westfield | 42,125 | \$90,000 | Yes | Yes |
| Woburn | 36,871 | \$73,000 | Yes | No |

AVERAGE

Gloucester

VARIANCE

PERCENT

30,243

\$93,401

\$75,000

(\$18,401)

-24.53%

Yes

Yes

Section 2-13. Filling of Vacancies.

(a) *Councillor at Large* -- If a vacancy in the office of councillor at large shall occur/is declared - (Approved 12/9/2002) the vacancy shall be filled by the candidate for the office of councillor at large at the preceding city election who received the highest number of votes without being elected and provided such person is willing to serve. If a person who received such highest number of votes is not willing to serve the other candidates in descending order of number of votes received shall be offered the vacancy until one accepts the office. If no such candidate is available the city council shall, within thirty (30) days following the date on which the vacancy is declared to exist, elect a suitable person from among the voters of the city to serve for the balance of the unexpired term. The city clerk shall certify the said candidate to the office of councillor at large to serve for the balance of the unexpired term.

(b) *Ward councillor* -- If a vacancy in the office of ward councillor shall occur the vacancy shall be filled in the same manner as provided for councillors at large, provided that the candidate who is willing to serve shall have received at least thirty percent (30%) of the total number of votes cast for the office of ward councillor in the ward for which the vacancy exists. If no such candidate is available the city council shall, within the thirty (30) days following the date on which the vacancy is declared to exist, elect a suitable person from among the voters residing in the ward to serve for the balance of the unexpired term. The city clerk shall certify the said candidate to the office of ward councillor to serve for the balance of the unexpired term.

(c) *In General* -- Whenever a vacancy exists on the council which is not filled when the next election occurs, the person at the city election who is elected to the seat in which the vacancy exists shall forthwith be sworn and shall serve for the balance of the then unexpired term, in addition to the term for which he was elected. If the vacancy is in the office of councillor at large, it shall be filled by the person receiving the highest number of votes for the office who is not then a member of the city council.

(Referendum of 11-5-85)

Section 2-14. General Powers.

Except as otherwise provided by law or the charter, all powers of the city shall be vested in the city council which shall provide for their exercise and for the performance of all duties and obligations imposed on the city by law.

ARTICLE 3. EXECUTIVE BRANCH**Section 3-1. Mayor; Qualifications; Term of Office; Compensation; Prohibitions.**

(a) *Mayor, Qualifications* -- There shall be a mayor, elected by and from the voters, who shall be the chief executive officer of the city. Any voter shall be eligible to hold the office of mayor. The mayor shall devote his full time to the office, that is, he shall not hold any other elective public office, nor shall he actively engage in any other business, occupation or profession during his service as mayor.

(b) *Term of Office* -- The term of office of the mayor shall be two years beginning on the first secular day of January following his election and until his successor is qualified.

(c) *Compensation* -- The city council shall by ordinance establish an annual salary for the mayor. No ordinance establishing or increasing such salary shall be effective unless it shall have been adopted in the first eighteen months of the term for which councillors are elected and it provides that such salary is to be effective at the commencement of the next term of office of the mayor.

(a) All municipal insurance, including fire, liability, fiduciary, bonds and protective insurance of all kinds, shall be in the charge of the mayor or his designee.

(b) In case a loss is suffered under any policy of insurance held by the city, such loss shall immediately be reported by the department head or board in control of such property to the mayor, who shall take the necessary steps to recover for such loss.

(Code 1970, § 2-5)

Sec. 2-52. Signing or approval of contracts, deeds, etc.

All agreements, contracts, deeds, indentures, instruments or leases that may be given or required to be executed by the city shall be signed or approved by the mayor and sealed with the seal of the city.

(Code 1970, § 2-92)

Sec. 2-53. Discharge, release or assignment of mortgages.

Whenever any person, having lawful authority to redeem any estate mortgaged to the city, shall make application to the mayor for such purpose, the mayor shall have the power, on payment of the money due on such mortgage to the city treasurer, to discharge, release or assign the same, without liability or recourse to the city, and to execute, in behalf of the city, any and all legal instruments that may be necessary for this purpose, with authority to seal the same with the seal of the city.

(Code 1970, § 2-93)

→ Sec. 2-54. Compensation.

The mayor will receive annual compensation of sixty-five thousand dollars (\$65,000.00) per annum, effective January 1, 1998.

(Ord. No. 6-1996, § J, 3-19-96)

Secs. 2-55--2-59. Reserved.

DIVISION 3. CITY CLERK*

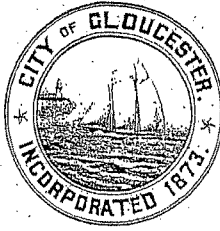
*State law reference(s)--City clerks generally, M.G.L.A. c. 41, § 12 et seq.; appointment and term of city clerk, M.G.L.A. c. 43, § 18.

Sec. 2-60. General duties; permitting removal of records.

(a) The city clerk shall perform all the duties required by the general laws of the commonwealth, the charter, this Code and the other ordinances of the city.

(b) The city clerk shall have the care and control of the city records, and of all documents, maps, plans and papers of the city, respecting the care and custody

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9742
FAX 978-282-3055
dbain@gloucester-ma.gov

CITY OF GLOUCESTER
PERSONNEL OFFICE

TO: JAMES DUGGAN, CAO
FROM: DAVID J. BAIN, JR. PERSONNEL DIRECTOR
DATE: FEBRUARY 6, 2012
SUBJECT: RECLASSIFICATION PLAN

Attached please find the reclassification plan prepared by the Personnel Department. Also, salary survey and other supporting documentation is attached. Should you have any questions upon your review, please don't hesitate to contact me.

JK
CDB
2/7/12

REPORT ON RECLASSIFICATION OF CERTAIN POSITIONS

At the request of the City Council and pursuant to the Personnel Ordinance, the following report with recommendations is respectfully submitted.

| Position Title | Current Grade | Current Salary Range | Proposed Grade | Proposed Salary Range |
|---------------------|---------------|-----------------------|----------------|-----------------------|
| DPW Director* | M12 | \$100,302 - \$118,572 | 8/31/2010 | |
| CFO* | M12 | \$100,302 - \$118,572 | 3/30/2010 | |
| Fire Chief | M10 | \$83,091 - \$98,310 | M12 | \$100,302 - \$118,572 |
| Police Chief | M10 | \$83,091 - \$98,310 | M12 | \$100,302 - \$118,572 |
| General Counsel | M10 | \$83,091 - \$98,310 | M11 | \$91,806 - \$108,578 |
| City Auditor* | M10 | \$83,091 - \$98,310 | 5/21/2010 | |
| Chief Admin Off | M9 | \$74,194 - \$87,769 | M11 | \$91,806 - \$108,578 |
| Principal Assessor* | M9 | \$74,194 - \$87,769 | 6/8/2010 | |
| Asst DPW Dir* | M9 | \$74,194 - \$87,769 | 7/1/2011 | |
| Comm Dev Dir | M9 | \$74,194 - \$87,769 | M10 | \$83,091 - \$98,310 |
| Building Inspector | M8 | \$65,077 - \$76,989 | M9 | \$74,194 - \$87,769 |
| Health Director | M8 | \$65,077 - \$76,989 | M9 | \$74,194 - \$87,769 |
| Environmental Eng. | M8 | \$65,077 - \$76,989 | M9 | \$74,194 - \$87,769 |
| Library Director | M8 | \$65,077 - \$76,989 | M9 | \$74,194 - \$87,769 |
| Personnel Director | M8 | \$65,077 - \$76,989 | M9 | \$74,194 - \$87,769 |
| Purchasing Agent | M8 | \$65,077 - \$76,989 | M9 | \$74,194 - \$87,769 |
| IT Director | M8 | \$65,077 - \$76,989 | M9 | \$74,194 - \$87,769 |
| City Clerk | M8 | \$65,077 - \$76,989 | M9 | \$74,194 - \$87,769 |
| Harbormaster | M7 | \$58,628 - \$69,352 | M8 | \$65,077 - \$76,989 |
| Confidential (5) | 7 - 8A | | 8 - 8B | |
| Confidential (1)* | 8B | | 7/1/2011 | |

*Previously reclassified

In the Personnel Department, salary review is undertaken for three main reasons: recruitment, retention, and morale. These are sound business reasons. It is important to know what the prevailing salary in the industry is so that solicitations can result in qualified candidates being selected for open positions. The other side of this coin is retention. If the salary offered is low, it encourages current employees to seek employment elsewhere. This obviously depletes the organization of qualified, experienced employees. For those unwilling or unable for reasons other than economics to seek alternative employment, morale is lowered and the organization loses vitality.

There is another reason that we seek data. The City of Gloucester is in competition with every other City or Town in Massachusetts, and the rest of the country, to secure the best possible personnel for our organization. If we fail in our efforts to be competitive we are doomed to second and third class status. If we are unable to secure the most qualified people, we settle. We become a place to get experience and thus qualify for the better paying job. While it is noble to educate and help career advancement, it makes fulfilling our mission more difficult due to turnover. The City of Gloucester has helped advance many careers. We have placed "graduates" in several communities and organizations. This does not lead to the City advancing itself. Some areas grow while others are stunted due to lack of leadership. The competitive edge becomes dull and blunt and the ability to fulfill our mission becomes more difficult. If the City is to prosper, these facts must be understood. The City must have the ability to attract and retain qualified, innovative and dedicated employees.

A survey of salaries for various positions has been conducted and is attached. However, a word about surveys is necessary. They are good tools but not magic wands. They are a snapshot in time; akin to a financial statement with a slightly longer shelf life. The survey lets us know what everyone else is doing. It does not prescribe a remedy that may be appropriate for our organization. We need to be ahead of the curve if we are to be competitive. It may be decided that in certain instances, with the future in mind, it is appropriate to be a leader rather than a follower as far as certain positions are concerned. It is, like so much of life, a balancing exercise.

RECLASSIFICATION RECOMMENDATIONS

1. That the Harbormaster's position classified as M-7 be reclassified as M-8.
2. That the Building Inspector, IT Director, Purchasing Agent, Public Health Director, Library Director, Environmental Engineer, City Clerk, and Personnel Director currently classified as M-8's be reclassified as M-9's.
3. That the Chief Admin Officer currently classified as an M-9 be reclassified to M-11 and that the Community Development Director currently classified as an M-9 be reclassified to M-10.

4. That the General Counsel currently classified as an M-10 be reclassified to M-11.

5. That the Fire Chief and Police Chief currently classified as M-10's be reclassified as M-12's.

5. That Confidential employees (5) that are currently classified from grade 7 - 8A's be reclassified as grade 8 - 8B's.

Comparable Communities

Seventeen communities were chosen which bore similarity to the City of Gloucester. The comparable factors used were: population, land area in square miles, EQV (equalized valuation....an estimate of the full and fair cash value of all taxable property within a city or town), operating budget for FY'11, average tax bill for FY'11 and per capita expenditure. The average and median were calculated for all variables and compared to Gloucester.

Salary Survey

The salary survey shows the actual salary for Gloucester and the current range per grade as well as the medians (mid points of maximum and minimum) mean (average) and compares these values with the seventeen chosen communities. The top number is the minimum and the bottom is the maximum per position, per community.

Positions Previously Reclassified

This document shows the five positions which were previously reclassified and indicates the mean and median values as well as the salary range which it compares to the seventeen communities. The range for each community with the low number indicating the beginning of the range and the high number the maximum for each community.

Current Salary in Relation to Maximum Medians and Means

This document shows the difference between the current salary per position and the maximum and minimum for the mean (average) value and the median (midpoint) in the ranges. This is expressed in percentages at the right hand side of the page. Pervasively reclassified positions are listed at the bottom of the page.

Charts

A series of charts highlight the data for current positions under consideration and previously reclassified positions.

SALARY SURVEY

| Position Title | Grade | Actual Salary | Pay Range | | Median Low/High | Mean Low/High | Andover | Arlington | Belmont | Beverly | Burlington | Chelmsford | Danvers | Dracut | Malden | Medford | Malrose | North Andover | Peabody | Reading | Salem | Tewksbury | Watertown |
|----------------|-------|---------------|-----------|----------|-----------------|---------------|-----------|-----------|-----------|-----------|------------|------------|-----------|-----------|-----------|-----------|-----------|---------------|-----------|-----------|-----------|-----------|-----------|
| | | | Low | High | | | | | | | | | | | | | | | | | | | |
| Fire Chief | M10 | \$100,704 | \$83,091 | \$98,310 | \$87,523 | \$88,099 | \$81,618 | \$87,523 | \$81,074 | \$113,504 | \$120,000 | \$85,574 | \$91,903 | \$102,201 | \$123,521 | \$113,288 | \$106,000 | \$103,942 | \$102,124 | \$92,430 | \$119,792 | \$94,425 | \$109,150 |
| | M10 | \$83,092 | \$98,310 | \$87,523 | \$88,506 | \$83,250 | \$87,523 | \$82,695 | \$113,504 | \$120,000 | \$111,332 | \$90,248 | \$91,903 | \$102,201 | \$123,521 | \$113,288 | \$106,000 | \$103,942 | \$102,124 | \$114,933 | \$119,792 | \$104,104 | \$109,150 |
| Police Chief | M10 | \$83,092 | \$98,310 | \$87,523 | \$88,506 | \$83,250 | \$87,523 | \$82,695 | \$113,504 | \$120,000 | \$111,332 | \$90,248 | \$91,903 | \$102,201 | \$123,521 | \$113,288 | \$106,000 | \$103,942 | \$102,124 | \$114,933 | \$119,792 | \$104,104 | \$109,150 |
| | M10 | \$83,092 | \$98,310 | \$87,523 | \$88,506 | \$83,250 | \$87,523 | \$82,695 | \$113,504 | \$120,000 | \$111,332 | \$90,248 | \$91,903 | \$102,201 | \$123,521 | \$113,288 | \$106,000 | \$103,942 | \$102,124 | \$114,933 | \$119,792 | \$104,104 | \$109,150 |
| Genl Counsel | M10 | \$89,505 | \$83,091 | \$98,310 | \$87,523 | \$87,523 | \$105,291 | \$115,774 | \$122,700 | \$122,700 | \$111,332 | \$119,080 | \$122,724 | \$134,482 | \$117,907 | \$112,290 | \$109,291 | \$103,942 | \$100,160 | \$114,933 | \$143,000 | \$104,104 | \$113,937 |
| | M10 | \$89,505 | \$83,091 | \$98,310 | \$87,523 | \$105,291 | \$115,774 | \$122,700 | \$122,700 | \$111,332 | \$119,080 | \$122,724 | \$134,482 | \$117,907 | \$112,290 | \$109,291 | \$103,942 | \$100,160 | \$114,933 | \$143,000 | \$104,104 | \$113,937 | |
| CAO/Itm | M9 | \$82,343 | \$74,194 | \$87,769 | \$71,924 | \$71,924 | \$147,437 | \$162,366 | \$145,000 | \$143,430 | \$145,000 | \$156,957 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$102,124 | \$90,308 | | | |
| | M9 | \$82,343 | \$74,194 | \$87,769 | \$71,924 | \$147,437 | \$162,366 | \$145,000 | \$143,430 | \$145,000 | \$143,430 | \$156,957 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$102,124 | \$90,308 | | | |
| Comm Dev Dir | M9 | \$82,343 | \$74,194 | \$87,769 | \$71,924 | \$147,437 | \$162,366 | \$145,000 | \$143,430 | \$145,000 | \$143,430 | \$156,957 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$102,124 | \$90,308 | | | |
| | M9 | \$82,343 | \$74,194 | \$87,769 | \$71,924 | \$147,437 | \$162,366 | \$145,000 | \$143,430 | \$145,000 | \$143,430 | \$156,957 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$102,124 | \$90,308 | | | |
| Engineer | M9 | \$83,585 | \$74,194 | \$87,769 | \$71,924 | \$147,437 | \$162,366 | \$145,000 | \$143,430 | \$145,000 | \$143,430 | \$156,957 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$102,124 | \$90,308 | | | |
| | M9 | \$83,585 | \$74,194 | \$87,769 | \$71,924 | \$147,437 | \$162,366 | \$145,000 | \$143,430 | \$145,000 | \$143,430 | \$156,957 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$140,000 | \$102,124 | \$90,308 | | | |
| Building Insp | M8 | \$68,056 | \$65,077 | \$76,989 | \$65,120 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 |
| | M8 | \$68,056 | \$65,077 | \$76,989 | \$65,120 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | |
| Health Dir | M8 | \$76,980 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 |
| | M8 | \$76,980 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | |
| Library Dir | M8 | \$71,162 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 |
| | M8 | \$71,162 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | |
| Personnel Dir | M8 | \$76,990 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 |
| | M8 | \$76,990 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | |
| Purch Agent | M8 | \$68,056 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 |
| | M8 | \$68,056 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | |
| IT Director | M8 | \$76,990 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 |
| | M8 | \$76,990 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | |
| City Clerk | M8 | \$76,990 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 |
| | M8 | \$76,990 | \$65,077 | \$76,989 | \$65,077 | \$67,835 | \$70,991 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | \$81,074 | |
| Harbormaster | M7 | \$61,314 | \$59,628 | \$60,352 | \$57,066 | \$58,984 | \$68,203 | \$60,000 | \$54,132 | \$33,600 | \$74,000 | \$75,660 | \$74,000 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 |
| | M7 | \$61,314 | \$59,628 | \$60,352 | \$57,066 | \$58,984 | \$68,203 | \$60,000 | \$54,132 | \$33,600 | \$74,000 | \$75,660 | \$74,000 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 | \$66,822 |

POSITIONS PREVIOUSLY RECLASSIFIED

| Position Title | Current Grade | Actual Salary | Pay Range Low/High | Median Low/High | Mean Low/High | Andover | Arlington | Belmont | Beverly | Burlington | Chelmsford | Danvers | Dracut | Malden | Medford | Melrose | North Andover | Peabody | Reading | Salem | Tewksbury | Watertown | |
|----------------|---------------|---------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|------------------------|-----------------------|----------------------|-----------------------|-----------------------|-----------------------|
| DPW Dir | M12 | \$118,572 | \$100,302 \$118,152 | \$87,918 \$110,927 | \$88,288 \$109,311 | \$83,250 \$105,921 | \$87,523 \$126,475 | \$82,695 \$115,774 | \$96,900 \$111,332 | \$95,574 \$111,332 | \$90,248 \$119,080 | \$103,496 \$138,065 | \$80,274 \$95,861 | \$88,919 \$98,150 | \$98,960 \$111,211 | \$98,313 \$112,360 | \$75,070 \$103,942 | \$92,430 \$114,933 | \$92,430 \$114,933 | \$91,136 \$91,136 | \$94,425 \$104,104 | \$94,425 \$104,104 | \$84,849 \$110,927 |
| CFO | M12 | \$109,675 | \$100,302 \$118,152 | \$80,812 \$101,032 | \$80,449 \$101,295 | \$83,250 \$112,996 | \$79,567 \$114,978 | \$71,105 \$99,547 | \$99,940 \$111,332 | | \$90,248 \$119,080 | \$82,056 \$109,575 | \$75,733 \$90,430 | \$75,148 \$92,950 | \$85,938 \$99,301 | | \$87,024 \$92,405 | \$102,124 \$102,124 | | | \$94,425 \$104,104 | | |
| Auditor | M10 | \$86,892 | \$83,091 \$97,872 | \$74,339 \$91,868 | \$73,353 \$91,823 | \$73,530 \$100,213 | \$78,007 \$112,723 | \$75,384 \$105,569 | \$65,500 \$111,332 | \$87,209 \$111,332 | \$71,160 \$93,894 | \$91,903 \$112,724 | \$63,767 \$76,141 | \$75,148 \$92,950 | | \$87,024 \$92,405 | \$84,206 \$104,481 | \$89,410 \$89,410 | | | \$53,405 \$71,465 | \$91,888 | |
| Prin Assessor | M9 | \$81,119 | \$74,194 \$87,403 | \$70,351 \$90,269 | \$68,766 \$87,421 | \$70,991 \$90,269 | \$71,811 \$103,771 | \$69,711 \$97,595 | \$78,100 \$111,332 | \$74,717 \$97,209 | \$53,697 \$75,872 | \$77,777 \$103,770 | \$57,443 \$74,007 | \$88,919 \$98,150 | \$62,571 \$70,528 | \$71,924 \$91,507 | \$53,449 \$74,007 | \$68,459 \$86,366 | \$66,473 \$80,975 | \$73,762 \$96,458 | \$66,473 \$80,975 | \$83,438 \$84,243 | |
| Asst. DPW Dir | M9 | \$82,343 | \$74,194 \$87,403 | \$3 \$81,562 | \$67,967 \$85,958 | | \$62,451 \$80,807 | \$74,051 \$103,615 | | | \$82,056 \$109,575 | | | | | | \$59,330 \$82,148 | \$76,245 \$76,245 | \$70,054 \$70,054 | \$66,473 \$80,975 | \$63,438 \$80,975 | | |

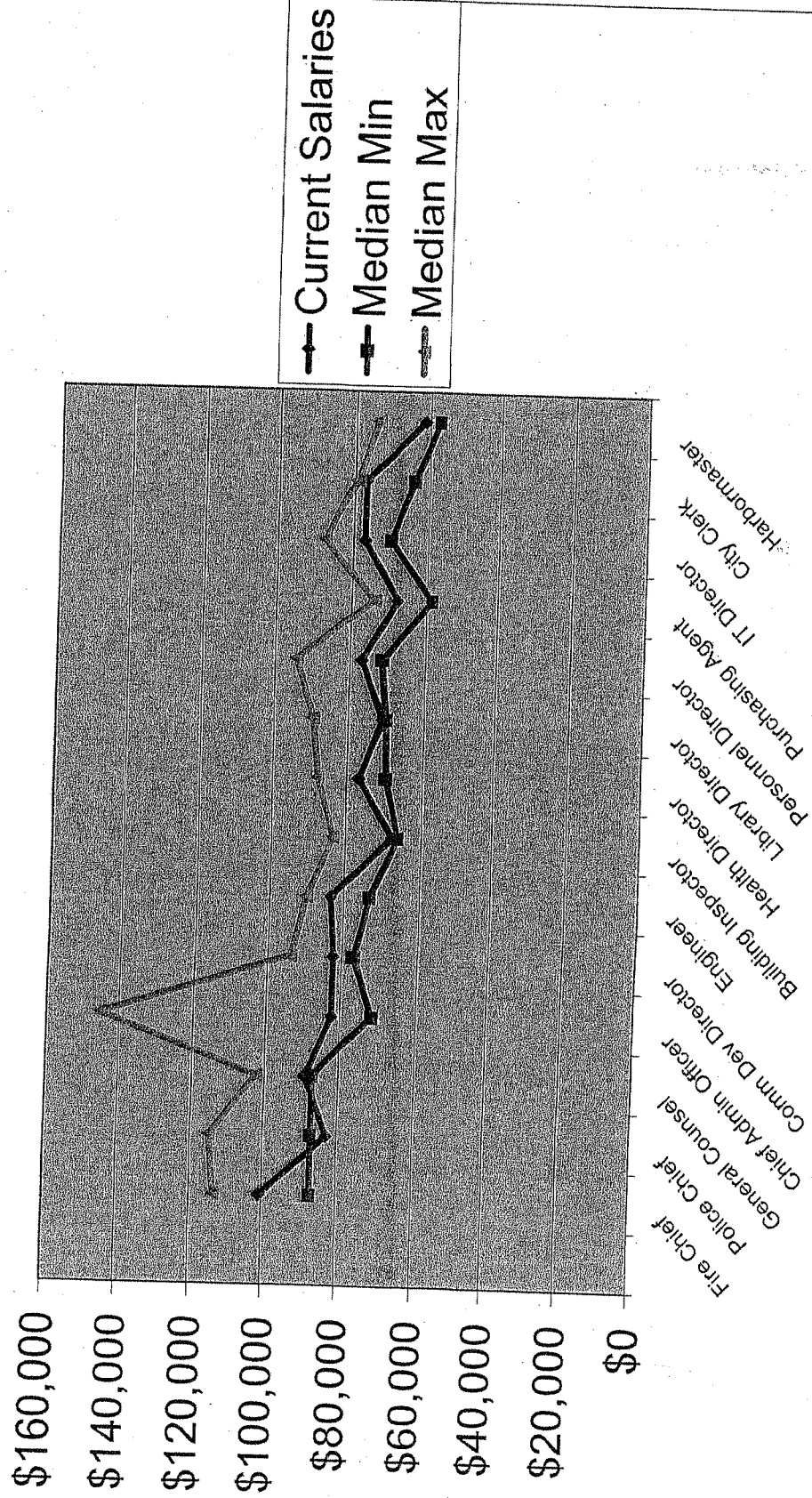
CURRENT SALARY IN RELATION TO MAXIMUM MEDIANS AND MEANS

| Position | Current Grade | Current Salary | Median | | Mean | | Current Salary as % of | |
|---------------------|---------------|----------------|----------|-----------|----------|-----------|------------------------|-----|
| | | | Min | Max | Min | Max | Median | Max |
| Fire Chief | M10 | \$100,704 | \$87,523 | \$113,288 | \$86,652 | \$113,206 | 89% | 89% |
| Police Chief | M10 | \$83,092 | \$87,523 | \$114,933 | \$87,013 | \$116,319 | 72% | 71% |
| General Counsel | M10 | \$89,505 | \$87,523 | \$102,124 | \$87,523 | \$106,302 | 88% | 84% |
| Chief Admin Officer | M9 | \$82,343 | \$71,924 | \$145,000 | \$71,924 | \$141,581 | 57% | 58% |
| Comm Dev Director | M9 | \$82,343 | \$80,483 | \$95,289 | \$78,061 | \$99,620 | 86% | 83% |
| Engineer | M9 | \$83,585 | \$74,717 | \$91,249 | \$72,793 | \$90,708 | 92% | 92% |
| Building Inspector | M8 | \$68,056 | \$65,120 | \$85,500 | \$66,420 | \$83,562 | 80% | 81% |
| Health Director | M8 | \$76,990 | \$70,991 | \$89,026 | \$71,126 | \$86,939 | 86% | 89% |
| Library Director | M8 | \$71,162 | \$71,160 | \$89,826 | \$71,400 | \$88,146 | 79% | 81% |
| Personnel Director | M8 | \$76,990 | \$74,351 | \$96,254 | \$73,585 | \$92,991 | 80% | 83% |
| Purchasing Agent | M8 | \$68,056 | \$61,226 | \$74,939 | \$59,478 | \$72,726 | 91% | 94% |
| IT Director | M8 | \$76,990 | \$70,991 | \$88,075 | \$72,598 | \$89,243 | 87% | 86% |
| City Clerk | M8 | \$76,990 | \$64,438 | \$79,624 | \$65,961 | \$82,211 | 97% | 94% |
| Harbormaster | M7 | \$61,314 | \$57,066 | \$74,000 | \$58,984 | \$75,097 | 83% | 82% |

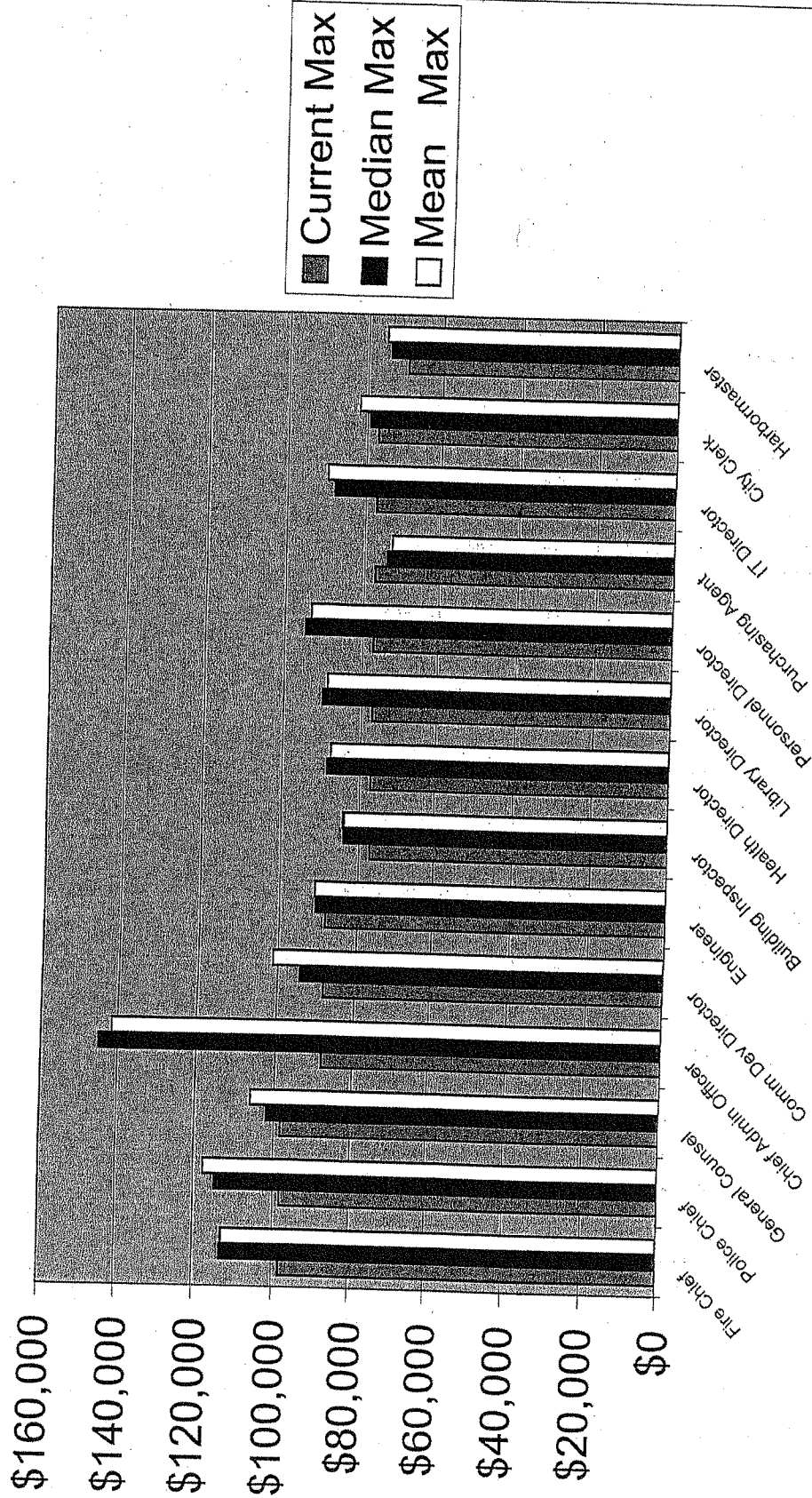
POSITIONS PREVIOUSLY RECLASSIFIED

| | | | | | | | | |
|-------------------------|-----|-----------|----------|-----------|----------|-----------|------|------|
| DPW Director | M12 | \$118,572 | \$87,918 | \$110,927 | \$86,870 | \$109,192 | 107% | 109% |
| Chief Financial Officer | M12 | \$109,675 | \$80,812 | \$101,032 | \$80,426 | \$103,144 | 109% | 106% |
| Auditor | M10 | \$86,892 | \$74,339 | \$91,888 | \$71,773 | \$92,726 | 95% | 94% |
| Principal Assessor | M9 | \$81,119 | \$70,351 | \$90,269 | \$66,126 | \$86,415 | 90% | 94% |
| Assistant DPW Dir. | M9 | \$82,343 | \$64,956 | \$81,562 | \$67,967 | \$85,958 | 101% | 96% |

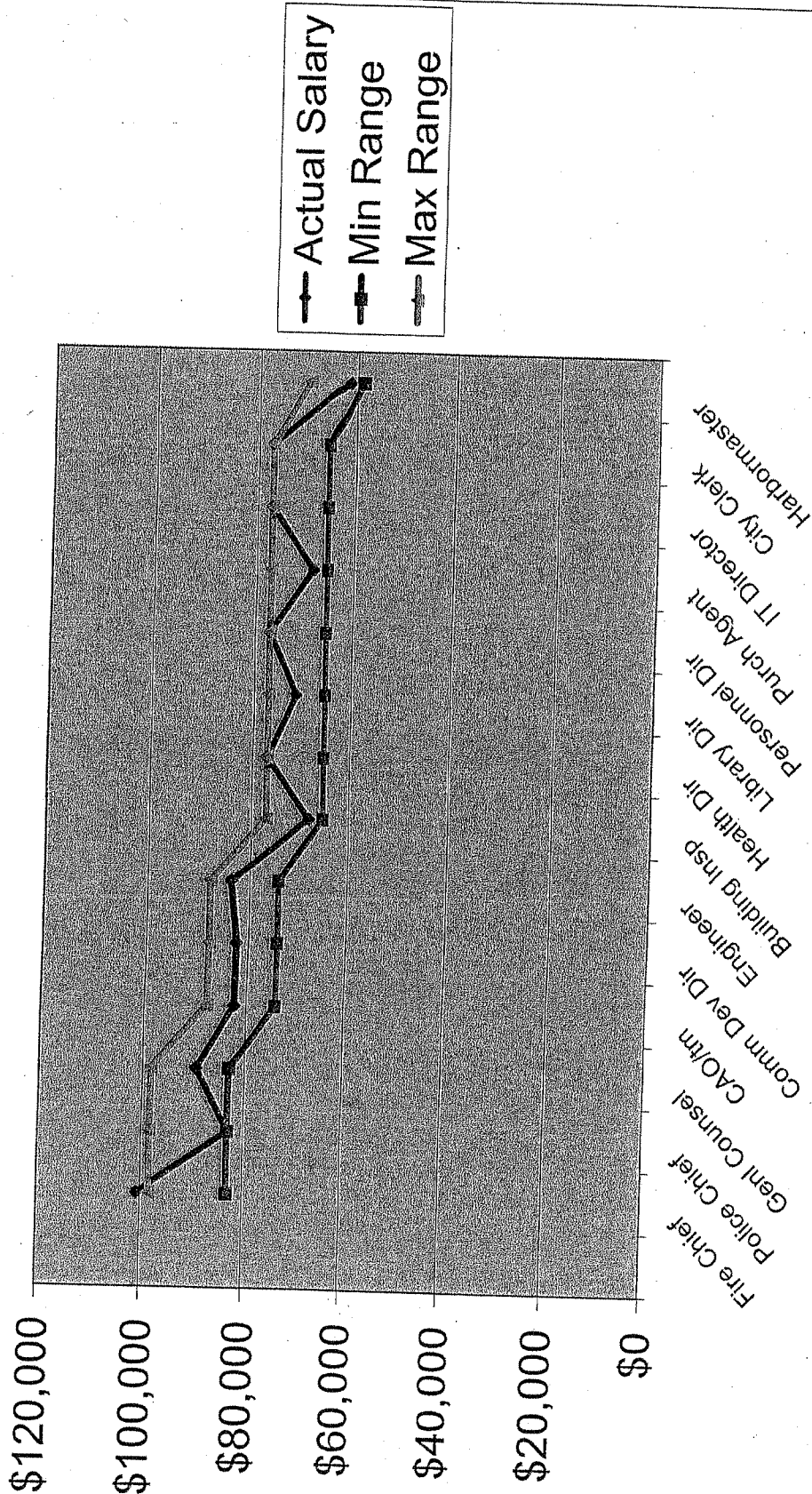
CURRENT SALARIES IN RELATION TO MEDIAN (MINIMUM AND MAXIMUM)



CURRENT MAX IN RELATION TO MEDIAN AND MEAN MAX



CURRENT SALARIES PAID IN RELATION TO CURRENT SALARY RANGES



CONFIDENTIAL POSITIONS

The following positions, while not unique, exist in various forms in other Communities. These positions are deemed confidential due to the offices where they are located and the confidential work performed by the individuals themselves.

Due to the confidential nature of these positions they are precluded from union membership. Were they union positions, they would be eligible to take advantage of the upgrade process that is contained in the various union contracts. Because they are not union members, this process is not available to them.

Confidential Secretary to the Mayor: This position is a Confidential Executive Secretarial position. We have found that in most Cities the office of the Mayor is staffed with a minimum of two secretarial support staff. Since a reduction in force has forced the Mayors office to do more with less, as with all other departments, this position has assumed all support functions: Constituent services, intergovernmental communications, liaison for all Boards, Commissions and Officials, event coordinator, as well as interfacing with the public. This position also maintains the daily work load of scheduling functions and meeting, performing all clerical work, answering phone calls and assisting the public, etc. for the Mayor and CEO.

Legal Secretary: The City of Gloucester is fortunate to have a certified Paralegal as support staff in the Legal Department. According to research we were unable to find a community that supports an internal Legal Department, they contract this service out. This position is solely responsible for supporting the City Solicitor, keeping trial calendar, performing legal research, full budget responsibility, personal injury and property damage claims, as well as daily clerical functions. It is the recommendation of this administration that in addition to this position being upgraded that the job title also be changed to **Paralegal**.

Workers Comp/Benefits Agent: In our research we have found that this position in other communities is actually supported by 2 positions (1 handles benefits 1 handles Workers Comp). At the City of Gloucester this position is responsible for the administration and budget functions for all benefits; health, life, dental, as well as Workers Compensation administration for the City and School Departments. Since the adoption of Section 19 of Chapter 32B, which created the Public

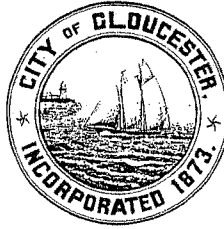
Employee Committee, the work load for this position has increased considerably. The confidential nature of this position requires safeguarding sensitive health information as well as specialized knowledge of benefit administration and complex health and welfare assistance to employees as well as retirees.

Personnel Assistant: While this position is included in the MMA salary survey we found that the job descriptions varied widely and could not make a definitive comparison. The position of Personnel Assistant at the City of Gloucester involves a great deal of specialized training, especially as it pertains to the hiring process of Public Safety Civil Service positions. The fast paced office environment requires the utmost attention to detail and organization. The sensitive nature of employee relations begins and ends with this position and requires record keeping and safeguarding of sensitive information. This is a high level support position at the City of Gloucester.

Clerk of Committees: This confidential position supports 9 City Councilors. In itself any one person that has the ability to juggle the clerical needs for 9 individuals requires the skill set of the highest demand. This position not only takes minutes for the City Council meetings, but also all Standing Committees, Special Meetings, Budget Meetings, and Confidential Executive Session Meetings.

Note: This position was classified as a Management position in the past. It was changed to non-management due to the fact that the long hours worked were unable to be monetarily compensated because Management is exempt from overtime pay.

City Hall
Nine Dale Ave
Gloucester, MA 01930




TEL 978-281-9700
FAX 978-281-9738
jduggan@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: City Council President Hardy and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

Date: January 24, 2012

Re: Donated Vehicle

Attached is a letter from Mr. James W. O'Hara, Jr., President of O'Hara Industrial Services, LLC, alerting the Gloucester Emergency Management Director that Mr. O'Hara would like to donate a vehicle for emergency management purposes to the City of Gloucester.

Please refer this matter to Budget and Finance for their review. Appropriate city staff will be available to answer any questions.

Thank you

dc
CME
2/17/12

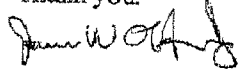
O'Hara Industrial Services, LLC
55 Lexington Avenue
Gloucester, MA 01930
978-979-7533 Fax: 978-525-3191

December 31, 2011

Gloucester Emergency Management
Gloucester, MA 01930

On this day, O'Hara Industrial Services, LLC donates to Gloucester Emergency Management a 1985 Chevrolet P-30 Van, Model CP-3144 with VIN # of 1GCJP32M2F3338931. This van has a street value of \$4,500.00.

Thank you.



James W. O'Hara Jr.
President/O'Hara Industrial Services, LLC

MEMORANDUM

TO: Mayor Carolyn Kirk
FROM: City Council
DATE: Week of February 13, 2012
SUBJECT: Councilors' Requests to the Mayor

COUNCILOR'S REQUESTS TO THE MAYOR

12-007 (Hardy) Request the Mayor have the City's mechanic examine and report in writing to the City Council's Budget and Finance Committee on the current condition of the vehicle (1985 Chevrolet P-30 VAN, model # CP-3144) that is proposed to be donated to the City of Gloucester for use by Emergency Management/Civil Defense. Said inspection report is to include, but not be limited to, the following information:

What is the current condition of vehicle – does vehicle have a current inspection sticker – what will it cost the city to put the vehicle on the road and to upgrade/retrofit the vehicle so that it may perform the requirements of Emergency Management/Civil Defense, what is the current mileage on the odometer, what is the fuel type, what is the reasonable anticipated future life of the vehicle.

FURTHER that the Administration identifies the previous use of the vehicle, funding source for day-to-day vehicle maintenance as well as anticipated costs and funding source associated with required upgrading the vehicle needs to perform the specific needs/requirements of Emergency Management/Civil Defense. Where will the vehicle be garaged and what city department will perform maintenance on it?

FURTHER that the EM Director identify the funding source associated with “outfitting/retrofitting” the vehicle with Emergency Equipment that needs to be loaded into/onto the truck to respond to emergencies.

This matter appeared under the Mayor's Report as Item #7 on the City Council Consent Agenda of 02/14/12 and is referred to the Budget & Finance Committee.

Respectfully submitted,
Jacqueline M. Hardy
City Council President

LAW DEPARTMENT

MEMORANDUM

TO: City Council

FROM: Suzanne P. Egan *SPE*
General Counsel

DATE: February 22, 2012

RE: Pavilion Beach

Enclosed for your review is the Pavilion Beach easement agreement as presented by Sheree DeLorenzo, on behalf of Beauport Gloucester, LLC. The agreement grants to the City of Gloucester the right to use the beach as shown on the attached plan for all the usual and reasonable purposes for which public beaches are used in the city. The document may be recorded at the Registry of Deeds and will preserve the city's interest in the beach in perpetuity.

Massachusetts General Law chapter 40, section 14, provides that the city council must authorize the acceptance of any real property interest to be conveyed to the city. Accordingly, once the council reviews the document, it may vote to authorize its acceptance.

Enclosures

BEAUPORT GLOUCESTER, LLC

February 22, 2012

The Honorable Carolyn Kirk
City Hall
Nine Dale Avenue
Gloucester, MA 01930

Dear Carolyn:

Beauport Gloucester, LLC is pleased to enter into the Easement Agreement with the City which you are forwarding to the City Council for their review. This Easement Agreement would insure perpetual public use of the beach in front of our property at the Birdseye site. We believe that Pavilion Beach is a wonderful asset for the City and the public, and we fully support the continuation of its use as a public beach.

Sincerely,


Sheree DeLorenzo

/src

GRANT OF EASEMENT

This Grant of Easement dated _____, 2012 between Beauport Gloucester, LLC, a Massachusetts limited liability company ("Landowner"), and the City of Gloucester, a municipality incorporated under the laws of the Commonwealth of Massachusetts ("City"). The parties hereby agree as follows:

Whereas, the Landowner is the owner of a certain parcel of beach and tidelands (the "Property") located between Gloucester Harbor and the improved uplands at 47-61 Commercial Street, Gloucester, Essex County, Massachusetts; and shown as the "Property" on the sketch plan entitled "Exhibit to Accompany Agreement Between Beauport Gloucester, LLC and the City of Gloucester" dated February 17, 2012 made by Beals Associates Inc. (the "Plan") attached hereto as Exhibit A;

Whereas, the residents of Gloucester and other members of the general public have historically made use of a beach situated on Gloucester Harbor known as Pavilion Beach ("Pavilion Beach"), a portion of which includes the Property;

Whereas, Pavilion Beach is one of the nation's first public beaches and has been used as a public beach since the 1830s; and

Whereas, the parties desire to formalize the use of the Property as a public beach through a formal grant of easement.

Now therefore in consideration of One Dollar and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged,

1. The Landowner hereby grants to the City, with Quitclaim Covenants the perpetual right and easement to use the Property for all usual and reasonable purposes for which public beaches are used in the City of Gloucester, in common with the Landowner's use thereof and others now and from time to time entitled to the use thereof;
2. It is the intent of the parties that the public use statute (Mass. General Laws, Chapter 21, §17C) shall be applicable to all such public use of the Property;
3. By executing this Easement, the City acknowledges the continuing, perpetual rights of any owner of the Property and the uplands adjacent to the Property to use the Property in any manner which is not materially inconsistent with the rights granted to the general public hereunder, including, without limitation, the rights of any owner of the Property and the uplands adjacent to the Property to construct, maintain, repair and/or replace, from time to time, coastal structures, access facilities and other improvements on the Property which are permitted by applicable regulations and/or regulatory authorities, provided those coastal structures, facilities and other improvements do not prevent public access to or prevent use of the Property not covered by such coastal structures, facilities and/or other improvements. Any such coastal structure, facility or other improvement permitted by the Commonwealth pursuant to M.G.L. c. 91 and the regulations thereunder or by the City acting by or through any of its boards, commissions, agencies or governing

bodies shall be conclusively deemed to not so prevent such public access and/or use. With respect to any existing structures or improvements on the Property, the owner of the Property shall have the right, from time to time, to maintain, retain, repair, replace and/or remove the same.

4. No other rights to use the Property or the adjacent uplands are being granted, including, but not limited to, any rights by implication or necessity.

5. Within thirty (30) days of receipt by the City of a written request therefore, the City will provide an estoppel certificate (the "Certificate") addressed to Landowner, any successor in title or proposed successor in title of the Property or the adjacent uplands, any mortgage lender or proposed mortgage lender of the Property or the adjacent uplands, and/or any other party who intends to rely on the Certificate. The Certificate shall contain the following certifications by the City: (a) that this Easement has not been amended and is in full force and effect, or if it has been amended or is not in full force and effect, in what respects; (b) that neither the City nor Landowner (or successor in title to Landowner, if applicable) is in default under this Easement, or if there is a default, in what respects; (c) that the City has not assigned any of its rights under this Easement, or if it has so assigned any of its rights, in what respects; and (d) such other matters as shall be reasonably requested of the City.

6. This Easement shall bind and inure to the benefit of, as the case may be, the parties hereto and their respective successors and assigns, including any successors in title to the Property and the adjacent uplands.

For Landowner's title to the adjacent upland and the Property, see deed dated July 7, 2011 recorded with Essex South District Registry of Deeds in Book 30521, Page 84 as affected by Confirmatory Deed dated July 15, 2011 recorded with said Deeds in Book 30531, Page 311

Landowner:
Beauport Gloucester, LLC

By: _____
Name:
Title

City:
City of Gloucester

By _____
Name:
Title

COMMONWEALTH OF MASSACHUSETTS)

COUNTY OF _____)

On this _____ day of _____ 2012, before me, the undersigned notary public,
personally appeared _____, the _____ of
_____, proved to me through satisfactory evidence of identification which
was _____, to be the person whose name is signed on the
preceding or attached document and acknowledged to me that he/she signed it voluntarily
for its stated purpose.

_____(official signature and seal of notary)

My commission expires:

COMMONWEALTH OF MASSACHUSETTS)

COUNTY OF _____)

On this _____ day of _____ 2012, before me, the undersigned notary public,
personally appeared _____, the _____ of
_____, proved to me through satisfactory evidence of identification which
was _____, to be the person whose name is signed on the
preceding or attached document and acknowledged to me that he/she signed it voluntarily
for its stated purpose.

_____(official signature and seal of notary)

My commission expires:

PREPARED FOR:

BEAUPORT GLOUCESTER, LLC

BEALS ASSOCIATES, INC.

2 HIGHLAND STREET, GLOUCESTER, MA 01930
PHONE: 978-271-1129 FAX: 978-271-1130

NOTE:

THIS DOCUMENT AND ITS CONTENTS SHALL BE USED FOR CONSTRUCTION PURPOSES. ALL RIGHTS ARE RESERVED FOR BEALS ASSOCIATES, INC. AND ITS AFFILIATES. NO PART OF THIS DOCUMENT SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM BEALS ASSOCIATES, INC.

GRAPHIC SCALE



NO. _____

REVISIONS _____

DATE _____

EXHIBIT A

EXHIBIT TO ACCOMPANY
AGREEMENT BETWEEN
BEAUPORT GLOUCESTER, LLC
AND THE CITY OF GLOUCESTER

SHEET

1 OF 1

DESIGN

TM

DATE

1/1/2012

SCALE

AS SHOWN

PROJECT

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PROJECT

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**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

____ INTER-departmental requiring City Council approval - 6 Votes Required
 X INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2012-SBT- 18 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____

Treasurer

DATE: 2/8/2012 BALANCE IN ACCOUNT: \$ 73,706.46

(FROM) PERSONAL SERVICES ACCOUNT #

Unifund Account #
101000.10.152.51970.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

Personnel, Retirement Buy Backs

Account Description

DETAILED EXPLANATION OF SURPLUS:

Annual amount allocated for retirements not expended

(TO) PERSONAL SERVICES ACCOUNT #

Unifund Account #
101000.10.212.51400.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

Police - Investigations, Sal/Wage Longevity

Account Description

DETAILED ANALYSIS OF NEED(S): Kenny Ryan's pro-rated longevity was paid out in 2012 as part of his last paycheck.

TOTAL TRANSFER AMOUNT: \$ 854.79

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 72,851.67

TO ACCOUNT: \$ -

APPROVALS:

DEPT. HEAD: _____

DATE: 2-8-12

ADMINISTRATION: _____

DATE: 2/22/12

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

____ INTER-departmental requiring City Council approval - 6 Votes Required
 X INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2012-SBT- 19 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____

Treasurer _____

DATE: 2/8/2012 BALANCE IN ACCOUNT: \$ 72,851.67

(FROM) PERSONAL SERVICES ACCOUNT # _____

Unifund Account #

 101000.10.152.51970.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT # _____

Unifund Account #

 Personnel, Retirement Buy Backs

Account Description

DETAILED EXPLANATION OF SURPLUS: _____

 Annual amount allocated for retirements not expended

(TO) PERSONAL SERVICES ACCOUNT # _____

Unifund Account #

 101000.10.212.51100.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT # _____

Unifund Account #

 Police - Investigations, Sal/Wage Perm Pos

Account Description

DETAILED ANALYSIS OF NEED(S): Kenny Ryan's pro-rated vacation was paid out in 2012 as part of his last paycheck.

TOTAL TRANSFER AMOUNT: \$ 7,329.82

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 65,521.85

TO ACCOUNT: \$ 257.36

APPROVALS:

DEPT. HEAD: _____

DATE: 2-8-12

ADMINISTRATION: _____

DATE: 2-22-12

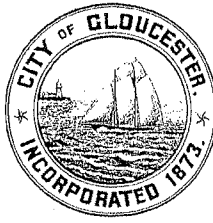
BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____

Public Works
28 Poplar Street
Gloucester, MA 01930




TEL 978-281-9785
FAX 978-281-3896
mcole@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date: February 13, 2012

To: Mayor Carolyn Kirk
Michael Hale, Director of Public Works

Fr: Mark Cole, Asst. Director of Public Works 

Re: Permission to Pay Invoices without Purchase Orders

Please submit the attached invoices for submission to the City Council for authorization to pay. The first is from August of 2011 for crane services for the removal of the chimney at City Hall in anticipation of an impending hurricane. The second is from December of 2011 for parts and materials needed to fix an emergency sewer break at East Gloucester Elementary School.

DPW/Schools
6 School House Rd.
Gloucester, MA 01930



TEL 978-281-9807
FAX 978-281-1304
jhafey@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS / CITY SCHOOLS

January 30, 2012

To: Michael B. Hale, Director
From: James M. Hafey, Facilities Manager
Subject: Shawnessey Amquip.

On late Thursday evening August 25, 2011 I received a phone call informing me of the mayor's decision to remove the chimney at City Hall in preparation for the hurricane scheduled to hit Gloucester on Saturday August 27, 2011.

The chimney was in disrepair and there was a very serious concern of its collapse in the pending storm. After numerous unanswered phone calls made during the course of the evening to several crane companies I was able to secure the service of Shawnessey Amquip. to come out 7 a.m. on Friday morning to remove the chimney.

Attached is the invoice for Shawnssey Amquip. The rental of the crane and operator was done so without a PO in place. However, I believe we have received reimbursement from the insurance company for this work

We respectfully request that this bill be presented to the Mayor and City Council for payment.



THE CRANE PEOPLE
800/ 355-9200 - Fax: 617/ 268-8437 Account #

INVOICE 355987 PAGE: 1

6 to 550 ton Cranes
Hydraulic - Crawler - Truck - All Terrain - Tower
Rigging & Heavy Hauling

SOLD TO:

CITY OF GLOUCESTER (MA)
9 DALE AVE
GLOUCESTER MA 01930-3009

JOB SITE:

GLOUCESTER CITY HALL (GLOUCESTER)
9 DALE AVE
GLOUCESTER MA 01930

| INVOICE DATE | CUSTOMER PURCHASE ORDER # | SALES # | AMQUIP ORDER# | ORDER DATE | TERMS |
|--------------|---------------------------|---------|---------------|------------|--------|
| 8/29/11 | JIM HAFEY | 92 | 270162 | 8/26/11 | NET 30 |

Equip #: 50182 Return Date: 8/26/11 Model Type: TRUCK MOUNTED AERIAL LIFT
Requested Capacity: 180.0 Tons Ordered By JIM HAFEY

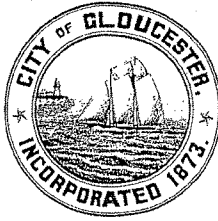
| Units | Type | From and to Dates | Rate | Amount | Notes |
|----------------|------------|-------------------|--------|------------|----------|
| 9.50 | HOURLY | 8/26/11- 8/26/11 | 180.00 | 1,710.00 | |
| 9.50 | FUEL | 8/26/11- 8/26/11 | 9.00 | 85.50 | |
| 9.50 | WAGE HOURS | 8/26/11- 8/26/11 | 110.00 | 1,045.00 | OPERATOR |
| 1.50 | WAGE DT | 8/26/11- 8/26/11 | 80.00 | 120.00 | OPERATOR |
| MA | SLS TAX | 8/26/11- 8/26/11 | 6.250 | 106.88 | |
| TOTAL CHARGES: | | | | \$3,067.38 | |

TERMS AND CONDITIONS

1. Notification of any invoice discrepancy must be made in writing to Boston AmQuip LLC, d/b/a Shaughnessy AmQuip, within 10 days of invoice date or customer thereby expressly accepts said charges as applicable.
2. All prices quoted herein are exclusive of any city, state, or federal taxes, or any other taxes incurred in connection with the use or operation of crew and/or equipment. Whenever applicable, a separate charge may be made for such taxes, but if not billed, customer remains solely responsible for payment directly to the applicable taxing authority.
3. No waiver of or changes in the terms and conditions of this agreement shall be binding upon Boston AmQuip LLC unless in writing signed by an authorized officer of Boston AmQuip LLC.
4. Customer expressly agrees to pay any legal fees or other expenses incurred by Boston AmQuip LLC in connection with the collection of any amounts due hereunder in addition to that sum.
5. In addition to the above, acceptance of this invoice also acknowledges and accepts all conditions set forth on corresponding applicable rental agreements.
6. All invoices not paid when due are subject to carrying charges of two percent a month.
7. Proof of sales tax exemption must be submitted within 15 days of initial invoicing on any order.

PLEASE REMIT PAYMENT TO: Boston AmQuip LLC, P.O. Box 8500-2945, Philadelphia, PA 19178-2945

DPW/Schools
6 School House Rd.
Gloucester, MA 01930



TEL 978-281-9807
FAX 978-281-1304
jhafey@gloucester-ma.gov

CITY OF GLOUCESTER

DEPARTMENT OF PUBLIC WORKS / CITY SCHOOLS

January 30, 2012

To: Michael B. Hale, Director
From: James M. Hafey, Facilities Manager
Subject: Salem Plumbing Supply Invoice

Attached is the invoice for Salem Plumbing and Supply. The items noted were purchased without an adequate PO in place which would cover these purchases.

On December 12, 2011, we had a sewer pipe break at the East Gloucester School and sewage was backing up into the building. Due to the fact that the school was in session, immediate emergency purchases were needed to staunch the flow and ensure repairs which were completed over a weekend and without interruption to the school.

We respectfully request that this bill be presented to the Mayor and City Council for payment.

SALEM

**** INVOICE ****

PLUMBING SUPPLY

97 River Street, P.O. Box 510
Beverly, Massachusetts 01915
www.salemplumbing.com

Invoice #: S1875149.001
Invoice Date: 12/19/11
P/O # ~~1201970~~
Rel #:
Page # : 1

Remit To:

SALEM PLUMBING
97 RIVER ST
P.O. BOX 510
BEVERLY MA 01915

Bill To:

CITY OF GLOUCESTER - DPW
CITY HALL
9 DALE AVENUE
GLOUCESTER, MA 01930
Terms : 2% 10TH NET 25TH

Ship To:

CITY OF GLOUCESTER - DPW
CITY HALL
9 DALE AVENUE
GLOUCESTER, MA 01930

Order Date 12/15/11 Ship Date 12/19/11 Wrtr-> Michael Frontiera Ship Via PU PICK-UP Ordered By SOIL ORDER
Slsm->

| Ord Qty | Ship Qty | Product Description | Unit Price | Net |
|---------|----------|--|------------|---------|
| 1ea | 1ea | SV-1 6 X 5 SINGLE HUB PIPE ** Special Order - Nonreturnable ** | 108.756 | 108.76 |
| 2ea | 2ea | 6 x 10 SH SV SOIL PIPE ** Special Order - Nonreturnable ** | 146.378 | 292.76 |
| 2ea | 2ea | SV 00187 6 SOIL Y ** Special Order - Nonreturnable ** | 82.328 | 164.66 |
| 2ea | 2ea | SV ECO 6" W/5" PLUG ** Special Order - Nonreturnable ** | 57.635 | 115.27 |
| 2ea | 2ea | SV-8 6 1/8 BEND ** Special Order - Nonreturnable ** | 31.301 | 62.60 |
| 10ea | 10ea | NH 00133 10 FT LTH 6 NH SOIL PIPE ** Special Order - Nonreturnable ** | 132.606 | 1326.06 |
| 22ea | 22ea | 6 NH CPLG 6-BAND C600HW ** Special Order - Nonreturnable ** | 22.400 | 492.80 |
| 2ea | 2ea | NH 00477 6 DANDY CO TEE W/PLUG ** Special Order - Nonreturnable ** | 112.458 | 224.92 |
| 2ea | 2ea | NH LONG SWEEP ELL 6" ** Special Order - Nonreturnable ** | 58.938 | 117.88 |
| 4ea | 4ea | NH 6" SOIL 1/8 BEND ** Special Order - Nonreturnable ** | 21.274 | 85.10 |
| 1ea | 1ea | SV 00868 5 FT LTH 6 DH SOIL PIPE ** Special Order - Nonreturnable ** | 124.983 | 124.98 |
| 2ea | 2ea | NH1166 6" NO HUB 116 BEND ** Special Order - Nonreturnable ** | 25.075 | 50.15 |

Subtotal Thru Page # 1 ----

3165.94

Beverly

Office

Gloucester

• Showroom 1-800-649-BATH
Fax 978-998-7009

• Trade 1-800-691-PIPE
Fax 978-998-7007

• Ph 978-921-1200
Fax 978-921-1556

• Trade 1-866-986-PIPE
Fax 978-283-1443

SALEM

PLUMBING SUPPLY



97 River Street, P.O. Box 510
Beverly, Massachusetts 01915
www.salemplumbing.com

**** INVOICE ****

Invoice #: S1875149.001
Invoice Date: 12/19/11
P/O #: 1201878
Rel #:
Page # : 2

Remit To:
SALEM PLUMBING
97 RIVER ST
P.O. BOX 510
BEVERLY MA 01915

Bill To:

CITY OF GLOUCESTER - DPW
CITY HALL
9 DALE AVENUE
GLOUCESTER, MA 01930
Terms : 2% 10TH NET 25TH

Ship To:

CITY OF GLOUCESTER - DPW
CITY HALL
9 DALE AVENUE
GLOUCESTER, MA 01930

Order Date 12/15/11 Ship Date 12/19/11 Wrtr-> Michael Frontiera Ship Via PU PICK-UP Ordered By SOIL ORDER
Slsm->

| Ord Qty | Ship Qty | Product Description | Unit Price | Net |
|---------|----------|---|------------|-------|
| 2ea | 2ea | SV-9 6 1/16 BEND ** Special Order - Nonreturnable ** | 27.318 | 54.64 |

Net Amount 3220.58

Sales Tax 0.00

** NOW STOCKING ROTH 275 GALLON DOUBLE- **
***** WALLED OIL TANKS !! *****

Office

Total Gloucester 3220.58

• Showroom 1-800-649-BATH
Fax 978-998-7009

• Trade 1-800-691-PIPE
Fax 978-998-7007

• Ph 978-921-1200
Fax 978-921-1556

• Trade 1-866-986-PIPE
Fax 978-998-1440

City Hall
Nine Dale Avenue
Gloucester, MA 01930




TEL 978-281-9707
FAX 978-281-8472
jtowne@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE CHIEF FINANCE OFFICER

MEMORANDUM

To: Mayor Kirk

From: Jeffrey C. Towne, CFO 

Date: February 18, 2012

Re: Appropriation request from CPA funds for City Hall Project

The City Council, on February 8, 2011, voted to appropriate \$2,600,000 to pay for the remodeling and making extraordinary repairs to Gloucester City Hall and for the payment of all other costs incidental and related thereto. That same vote authorized the City Treasurer to borrow up to that same amount to fund the appropriation. The plan to fund this \$2,600,000 was to appropriate out of the Community Preservation Act Fund the sum of \$215,000 each year, starting in fiscal year 2011.

On June 28, 2011, the City Council voted to appropriate \$215,000 out of CPA funds to pay for costs of remodeling and making extraordinary repairs to City Hall. Also on June 28, 2011, the City Council voted to rescind \$215,000 of the original loan authorization that was approved on February 8, 2011 because of the appropriation out of those CPA funds.

In accordance with the funding plan for the renovations of City Hall, I hereby request that the following appropriation request be presented to the City Council for referral to the Budget and Finance Committee:

To appropriate \$215,000 from the Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose to pay costs of remodeling and making extraordinary repairs of the Gloucester City Hall Building, 9 Dale Avenue, Gloucester, MA for the historic preservation purposes under the Community Preservation Program. The appropriation will be allocated to the Historic Preservation category and funded from unrestricted reserves in Fund #270000. The

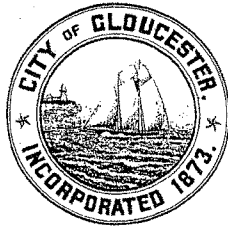
Page 2

project will be tracked in the Community Preservation Fund – Capital Projects – Historical Preservation – Fund #346000.

This appropriation language was used last year to appropriate the first amount of \$215,000 from Community Preservation Act funds. This is the second appropriation of \$215,000 out of CPA funds. The effect of this appropriation is that the City will borrow less long-term debt saving interest expense over the life of the bonds.

As was done last year, an additional request to rescind another \$215,000 from the remaining \$2,385,000 loan authorization will be presented as well for City Council to act upon after this appropriation is voted.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9707
FAX 978-281-8472
jtowne@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE CHIEF FINANCE OFFICER

Memorandum

To: Mayor Kirk
From: Jeffrey C. Towne, CFO *JCT*
Date: February 18, 2012
Re: Rescission of bond authorization

I recommend that the following City Council action be taken if an appropriation of \$215,000 is voted out of the Community Preservation Act funds by the City Council in fiscal year 2012:

“ORDERED: that \$215,000, of the remaining amount of \$2,385,000 that was originally authorized to be borrowed pursuant to an order of the City Council on February 10, 2011, amended by a vote of City Council on June 28, 2011, for the purpose of paying costs of reconstructing and making extraordinary repairs to City Hall, be rescinded and have no further force or effect.”

The net loan authorization will total \$2,170,000 if this rescission is voted by the City Council.



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



TO: Mayor Carolyn Kirk
FROM: Sander Schultz, EMS Coordinator
DATE: February 14, 2012
SUBJECT: Funding Request for New Ambulance

RECEIVED

FEB 15 2012

Mayor's Office

REFERENCE: New Ambulance request letter, December 2010
State Ambulance Inspectors Notice of Serious Deficiency
Text of e-mail to Chief Dench dated May 24th, 2011

As you are aware, the Capital Project Stabilization Fund was created to fund capital projects by paying cash instead of borrowing for purchases such as an ambulance or a fire truck via long term debt. Unfortunately we did not receive federal grant funding for the purchase of an ambulance and our current ambulance stock situation is unsustainable. Therefore, I respectfully request that the City Council appropriate \$227,772.92 out of the Capital Project Stabilization Fund for the purpose of purchasing an additional ambulance.

Chief Dench and I are available to discuss this capital funding request. I have attached supporting documents that outline the desperate need for this ambulance.

Thank you,

Sander Schultz
EMS Coordinator
City of Gloucester Fire Department
8 School St.
Gloucester, MA. 01930
(W)978-281-9760
(C)978-430-2760
sschultz@gloucester-ma.gov

cc: Phil Dench, Fire Chief
Jeffrey C. Towne, CFO

Good afternoon Chief,

On Friday May 20th we had our annual state ambulance inspection. Over all it went quite well. We had very few routine issues documented. One thing did not go well though. Our 2002 Road Rescue was not recertified by the inspector. He has written a Notice of Serious Deficiency and removed it from service.

The deficiency noted was "Major structural cracks noted in numerous areas of the Patient Modular Body" (see attached pdf). This ambulance has already been repaired regarding to this exact issue. The machine is still safe to drive, it just cannot be used as an ambulance.

This ambulance is one of the ones I have recommended replacing (see attached doc). The capital money that has been requested, if funded, will result in having a replacement in service by December or January. As long as this funding comes through we should be fine for this year.

Please notice that at the bottom of the of the first page of the pdf the inspector has noted that our license is dependant upon timely vehicle replacement, and having a vehicle replacement plan in place. I will have to address this note in a Corrective Action Plan (CAP).

Please let me know if you have any further questions.

Thank you,
Cheers,
Sander

Sander Schultz
EMS Coordinator
City of Gloucester Fire Department
8 School St.
Gloucester, MA. 01930
(W)978-281-9760
(C)978-430-2760
sschultz@gloucester-ma.gov



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



TO: Phil Dench, Fire Chief

DATE: December 15, 2010

FROM: Sander Schultz, EMS Coord.

COPIES TO: Mayor Carolyn Kirk
Jim Duggan, CAO

SUBJECT: Request for New Ambulances

REFERENCE:

Dear Chief Dench,

I am requesting that we purchase two new ambulances in FY 2012. We currently own four ambulances, and it routinely takes all four to keep two on the road.

Our newest ambulance is the 2009 Horton/International. This ambulance is excellent. It is configured well, is reliable, and the crews like it. The only small issue we have with it is its size. When we purchased it two years ago we still needed it to carry extra rescue equipment like Hydraulic Extrication Tools (Jaws of Life), and Airbags. We no longer need this capacity on our Rescue Squads as the new Ladder Truck and new Pumps either already carry or can carry this equipment.

The 2002 Road Rescue/International has 96+ thousand miles on it, and has been out of service more than it has been in service in the last year or two. It always had problems with its electronics, and the Module/Chassis interface. The Module actually physically separated from the chassis a few years ago and had to be sent out of state for repairs. We have been unable to resolve the rough ride issue, and crews state that the ride is so bad that Pt. Care is adversely affected. It is consistently unreliable. The estimated trade-in value of this ambulance is between 8 and 10 thousand dollars. This ambulance needs to be replaced.

The 1997 Horton/International has 123+ thousand miles on it. It has performed admirably but is very old and in pretty tough shape. As bad as it is though, the crews prefer to be in it rather than the 2002. The state ambulance inspector has asked me when I'll be able to remove this ambulance from service. The estimated trade-in value of this ambulance is between 1 and 2 thousand dollars. This ambulance needs to be replaced.

The 1993 P&L/Ford that we purchased a few years ago, used, as an emergency replacement has 48+ thousand miles on it, and is a very nice little ambulance. It runs well for now but will not be able to maintain sustained use. It is also too small and configured all wrong for our operational requirements. This ambulance will continue to be a good "Out of Service Reserve" ambulance.



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



I propose that we purchase two new ambulances that would be configured almost identically to the 2009, but would be a bit smaller and be mounted on medium duty chassis, which would be smaller than what we are using right now. In addition to being a better fit for our operational needs, this change will save us money on both initial purchase and on fuel costs. We would move the 2009 to the "Ready Reserve" position. We would remove from service (Trade in, if possible) the 2002 and the 1997, and leave the 1993 in the "Out of Service Reserve" position. This may seem a bit odd due to the ages of the machines, but if you look at the actual condition of the back three ambulances it makes the most sense.

I have received a non-binding, good faith estimate from Greenwood Emergency Vehicles on what it would cost to purchase these new ambulances. Their estimate for a new ambulance as described above is \$197,000.

In addition to the cost of the vehicle we will need approximately \$50,000 per ambulance for durable equipment such as a Monitor/Defibrillator, Stretcher, and Stair Chair, and Radios.

I am requesting \$500,000 in capital funds for the purchase of two (2) new ambulances for the Gloucester Fire Department.

Thank you,

Sander Schultz
EMS Coordinator
City of Gloucester Fire Department
8 School St.
Gloucester, MA. 01930
(W)978-281-9760
(C)978-430-2760
sschultz@gloucester-ma.gov



7-31-11
4 CL-I's

MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH
OFFICE OF EMERGENCY MEDICAL SERVICES
AMBULANCE INSPECTION REPORT FORM - SERVICE

CEMS
FORM
500-24
(4/2001)

S

PAGE
OF

| | | | |
|---|-------------------------------|--|-------------------|
| SERVICE NUMBER 3206 | SERVICE NAME Gloucester FD | LICENSEE City of Gloucester | DATE 6.5.20.11 |
| ADDRESS 8 School St | | BUSINESS PHONE | INSPECTOR MCO |
| CITY/STATE/ZIP Gloucester MA 01930 | | MANAGER NAME Chief Philip Deneb | OFFICE USE ONLY |
| INSPECTION CODES 1 = COMPLIANT 20 = NOT COMPLIANT 30 = UNSANITARY - BIOHAZARD 90 = OTHER 11 = CORRECTED DURING INSPECTION 21 = PARTIALLY COMPLIANT 71 = UNSANITARY - OTHER | | | |
| INSPECTION CODES | | SERVICE OPERATIONS 170.200 ET SEQ | |
| S 01 | | LICENSURE | |
| S 02 | | CERTIFICATION OF VEHICLES & PERSONNEL | |
| S 03 | | STAFFING | |
| S 04 | | INSURANCE | |
| S 05 | | ADVERTISING | |
| S 06 | | INCIDENT OR ACCIDENT REPORTS | |
| S 07 | | DISPLAY OF LICENSE | |
| S 08 | | RESPONSIBILITY TO DISPATCH, TREAT & TRANSPORT | |
| S 09 | | PUBLIC ACCESS | |
| S 10 | | DISPATCH COMMUNICATIONS | |
| S 11 | | MEDICAL COMMUNICATIONS | |
| S 12 | | AVAILABILITY & BACKUP | |
| S 13 | | SPECIAL REQUIREMENTS TO OPERATE CLASS V | |
| S 14 | | GARAGE - HEATED, DEBRIS FREE | |
| S 15 | | STORAGE SPACE | |
| S 16 | | SUPPLIES | |
| S 17 | | NON-DISCRIMINATION | |
| S 18 | | AFFILIATION AGREEMENT | |
| S 19 | | ALS OPERATIONS | |
| S 20 | | PROVISIONS FOR ALS STAFFING WAIVERS | |
| S 21 | | REGISTRATION W/ DIV. OF FOOD & DRUGS - 170.995 | |
| INSPECTION CODES | | WRITTEN POLICIES & PROCEDURES 170.330 | |
| S 27 | | CERTIFICATION & RECERT OF EMT'S | |
| S 28 | | RESPONSIBILITY TO RESPOND, TREAT & TRANSPORT | |
| S 29 | | DUTIES OF TRANSPORTATION: DELIVERY OF PT. TO NEAREST APP. FACILITY | |
| S 30 | | NON-DISCRIMINATION | |
| S 31 | | BACKUP SERVICES | |
| S 32 | | DISPATCH | |
| S 33 | | COMMUNICATIONS | |
| S 34 | | STOCKING SUPPLIES | |
| S 35 | | SANITARY PRACTICES | |
| S 36 | | USE OF LIGHTS & WARNING SIGNALS | |
| S 37 | | STAFFING OF AMBULANCES | |
| S 38 | | CONDUCT OF PERSONNEL | |
| S 39 | | MECHANICAL FAILURES | |
| S 40 | | INSPECTION AUTHORITIES | |
| S 41 | | TRANSPORT OF DEAD BODIES | |
| S 42 | | PARENT RIGHTS | |
| S 43 | | PATIENT RESTRAINTS | |
| S 44 | | DISPOSAL OF HAZARDOUS WASTE | |
| S 45 | | MANDATED REPORTING | |
| S 46 | | INFECTION CONTROL PROCEDURES | |
| S 47 | | DESIGNATED INFECTION CONTROL OFFICER | |
| S 48 | | TRIP RECORDS LEFT @ RECEIVING FACILITIES | |
| S 49 | | COMPLIANCE WITH STATEWIDE TREATMENT PROTOCOLS | |
| S 50 | | MAINTENANCE OF MECHANICAL & BIOMEDICAL EQUIP | |
| S 51 | | ORIENTATION AMBULANCE SERVICE EMPLOYEES | |
| S 52 | | CONTROL & INSPECTION OF EPI-PENS | |
| S 53 | | ALS POLICIES: | |
| S 54 | | HOURS OF ALS SERVICE PROVIDED | |
| S 55 | | ARRANGEMENTS SECURING ADDITIONAL TRAINED PERSONNEL | |
| S 56 | | DRUG SECURITY & EXCHANGE | |
| INSPECTION CODES | | RECORDS | |
| S 22 | | PERSONNEL | |
| S 23 | | PREVENTIVE MAINTENANCE | |
| S 24 | | VEHICLE REGISTRATION | |
| S 25 | | FAA CERTIFICATION (CLASS IV) | |
| S 26 | | LICENSES FOR PILOTS (CLASS IV) | |
| S 27 | | FCC LICENSES | |
| S 28 | | TRIP RECORDS | |
| S 29 | | TRIP RECORDS LEFT @ RECEIVING FACILITY | |
| S 30 | | Zell DATA Systems | |

EX 121

The lack of vehicle replacement, for 1000+ licenses as an ambulance service. Service needs a vehicle replacement plan to ensure routine vehicle replacement.

0000934



Massachusetts Department of Public Health - Office of Emergency Medical Services
AMBULANCE REGULATION PROGRAM

NOTICE OF SERIOUS DEFICIENCIES

Issued Under Authority of 105 CMR 170.480 (A,B) and 105 CMR 170.710 (C)

The Owner/Licensee of Gloucester Fire Dept #3206, an ambulance service licensed in Massachusetts pursuant to MGL c. 111C, s.5, is hereby notified of the existence of deficiencies in the operation of the ambulance service and / or its vehicles which endanger the public health and safety. These deficiencies were noted during an inspection conducted on 5-20-11 under authority of MGL c. 111C §.15 and 105 CMR 170.225, and require immediate submission of a Plan of Correction by the Licensee or his / her agent.

SUMMARY OF SERIOUS DEFICIENCIES

| If Applicable | Class | Certificate # | Vehicle Identification Number | License Plate | Odometer Reading |
|---------------|----------|------------------|-------------------------------|---------------|------------------|
| | <u>I</u> | <u>Fire 8305</u> | <u>1HTMBAAM82H532232</u> | | <u>97,740</u> |

| | |
|-------------|--|
| REFERENCE: | <p><u>Rescue #2</u></p> <p><u>This vehicle is out of service as an ambulance.</u></p> <p><u>Major structural cracks noted in numerous areas of the patient modular body.</u></p> <p><u>Cracks over Rear Door, Floor nt Rear, Bottom of L Side Door - Patient compartment CAB - Body Damage RT Side</u></p> |
| <u>V-15</u> | |

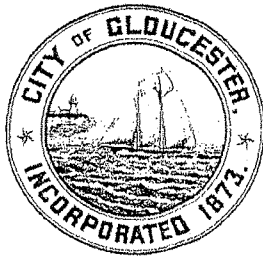
These deficiencies do not necessarily constitute a complete list of the deficiencies found during the inspection, and the issuance of this notice does not preclude additional action by the Department, which may include and order to correct deficiencies, assessment for uncorrected deficiencies, suspension / revocation of license / certificates.

5-20-11

Date of Issue
Form NSD001 (02/01)

Signature of Licensee / Agent

Bud McDonough
MDPH - OEMS Representative



City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal ☒ Other _____

Name of Grant: HAZARD Mitigation Grant Program 1994 DR+ 4028 DR

Department Applying for Grant: Gloucester Emergency Management

Agency-Federal or State application is requested from: Fema

Object of the application: Flooding mitigation-Poplar Street

Any match requirements: 25% (COMBINATION OF IN-KIND AND CASH)

Mayor's approval to proceed: [Signature] 2/22/12
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1



GLOUCESTER EMERGENCY MANAGEMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



Memorandum

To: Jim Duggan, Chief Administrative Officer
From: Miles Schlichte, Emergency Management Director
Date: February 21, 2012
Re: **Emergency Management Grant Application to Mitigate Poplar Street Flooding**

Please find attached some documentation regarding a grant opportunity to mitigate the long standing flooding issue along Poplar Street. These grant funds are tied into the emergency declarations from Hurricane Irene and the Halloween snowstorm. Although those storms barely impacted Gloucester, they did open the federal coffers for communities across the state for mitigation projects even if a community was not affected.

Since this money is tied to these Massachusetts events, the pool of competitors for this grant is restricted to communities in Massachusetts only. Normally, this sort of flooding mitigation grant is released as a federal program and the pool of competitors is spread across the nation.

This is a \$1 million dollar grant application that Carol and I have been working with Mike and Mark on for the last several months in order to be ready to submit the application before the deadline. We have met several times with MEMA on this already and feel that we have a very good chance at this. You can see from the summary sheet I have provided which illustrates the cost vs. benefit for FEMA; that Emergency Management and the DPW have already put a lot of effort into this simply to pull these numbers together and run them through FEMA's CBA program. We even had a volunteer count cars for us to create the needed traffic study to illustrate the loss of traffic access where the roads were closed during the event. There is a lot more that needs to be done before the final application is completed. However, Mike and I need to know if the City feels that this is something that they can or want to come up with the 25% match (combination of in-kind and cash) for before we invest the rest of the time required to complete the application.

I realize that \$250,000 is a lot of money. However, as shown by the cost incurred during the Mother's Day storm, we incurred almost twice that amount in direct and indirect costs to the City and the residents for that one storm alone. A one time investment of \$250,000 coupled with \$750,000 of federal money will ensure that we don't spend that kind of money for flooding in that area again and I certainly can't place a price on the value of relieving the concerns of the residents of Poplar Park and Poplar Street regarding the protection of their life and property.

This grant application is due to MEMA no later than April 2, 2012.

Thank you for bringing this to the Mayor's attention and signature so we can proceed to the B&F committee for the discussion on this grant opportunity in time to submit it (if approved) by April 2, 2012.



GLOUCESTER EMERGENCY MANAGEMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



Summary of FEMA Cost Benefit Analysis Methodology

FEMA requires that any Hazard Mitigation grant application prove that the cost of mitigating the hazard exceeds the cost of repetitive damages by using FEMA's Cost Benefit analysis computer program (CBA). This mandated tool examines the costs previously incurred by the city and residents during previous flooding events and then extrapolates anticipated future damages should the flooding hazard not be mitigated.

In order for a grant application to be considered for funding, the cost/benefit ratio must be greater than 1. A ratio of at least one indicates that the hazard is at the level where federal funds can be considered to mitigate the danger. The greater the ratio exceeds the minimum of 1; the more favorably the project is viewed.

Listed below are the costs and damages incurred during the 2006 Mothers Day flooding event.

| | |
|---|---------------------|
| Baker Pump company | \$ 9,160.67 |
| Police Detail for Mill Pond area | \$ 1,768.09 |
| Temporary Bridge at Poplar Park | \$ 87,413.64 |
| Poplar Park repairs | \$ 16,987.00 |
| DPW straight time | \$ 46,647.19 |
| DPW overtime | \$ 15,579.48 |
| Evacuation of Poplar Park | \$ 10,384.50 |
| Loss of use of DPW yard for duration of event | \$ 59,268.13 |
| FEMA allowed value for roads closed due to event | |
| Poplar Street | \$ 80,573.00 |
| Cherry Street | \$ 9,882.00 |
| Estimated Residential Damages as reported to City Hall | \$ 25,000.00 |
| Estimated damages to Whitehead Motors garage and customer cars | <u>\$125,000.00</u> |
| Total damages related to Mothers Day flooding event alone: | \$487,663.70 |

When these loss numbers were entered into FEMA's CBA program future damages due to flooding in this area were projected to be \$2,032,587.00. Since the cost to mitigate this hazard is estimated to be approximately \$ 1,002,601.00, our cost to benefit ratio comes out to be 2.03. This cost to benefit ratio is more than double the 1.0 needed to submit the application to FEMA for consideration.

Note: This is a competitive grant program and there is no guarantee of approval. Awards are dependent upon several factors including how much money is available and what projects other communities have submitted. However, our interactions with MEMA have been encouraging to this point.



THE COMMONWEALTH OF MASSACHUSETTS

Massachusetts Emergency Management Agency

400 WORCESTER RD., FRAMINGHAM, MA 01702-5399 508-820-2000 FAX 508-820-1404

Department of Conservation and Recreation

251 CAUSEWAY STREET, SUITE 600-700, BOSTON, MA 02114-2104 617-626-1250 FAX 617-626-1449



Kurt N. Schwartz
DIRECTOR

Deval L. Patrick
GOVERNOR

Edward M. Lambert, Jr.
COMMISSIONER

Grant Sub-Application Package for the Hazard Mitigation Grant Program (HMGP) (FEMA-1994-DR-MA & FEMA-4028-DR-MA)

This package has been developed to assist prospective Sub-Applicants in the preparation of Hazard Mitigation Grant Program (HMGP) Sub-Applications. The package outlines the specific information required for the State and Federal government to review proposed mitigation activities. While utilization of forms contained within this package is strongly encouraged, the Sub-Applicant may submit the requested information in any format it elects. By providing all of the information requested, the review process at the State and Federal levels may be significantly expedited.

The Commonwealth has established **Monday, April 2, 2012 as the HMGP Sub-Application deadline**. All Sub-Applications must be received by (3:00pm) 04/02/2012 to be considered for possible funding. Sub-Applications should be submitted to:

Kathryn Fatherley, Hazard Mitigation Assistant
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702

Communities should coordinate all Sub-Applications among their various boards or departments to avoid conflicting or competing project Sub-Applications. The Chief Elected Official must sign all Sub-Applications from municipalities, including individual municipal agencies.

A FEMA-approved Multi-Hazard Mitigation Plan in accordance with 44 Code of Federal Regulations Part 201 is a pre-requisite for a FEMA HMGP grant award. HMGP Sub-Applicants must have a FEMA approved local hazard mitigation plan at time of obligation of funds.

****Prospective Sub-Applicants must submit four (4) complete hardcopies of each HMGP Sub-Application and one (1) electronic copy of the completed project Sub-Application and Benefit-Cost Analysis ****

(Electronic copies of attachments (photo's, drawings, etc.) are also encouraged.)

Should assistance be required in the preparation of your Sub-Application, you may wish to contact MEMA Mitigation Grants Coordinator, Scott MacLeod at 508-820-1445, MEMA Hazard Mitigation Project Manager Dan Peterson at 508-820-2016 or the State Hazard Mitigation Officer, Richard Zingarelli at 617-626-1406. This Grant Sub-Application package can be downloaded from the 'Disaster Recovery & Mitigation' section of the MEMA website (www.mass.gov/mema). HMGP Program Guidance is available from the FEMA library at: <http://www.fema.gov/government/grant/hmgrp/index.shtm>

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Sub-Application Information

MA-HMGP Sub-Application # _____

FEMA-1959-DR-MA
FEMA-1994-DR-MA

Sub-Application Date _____

Sub-Application Type: ☒ Project ☐ HMGP 5% Initiative Sub-Application ☐ Planning
Sub-Application Status: ☒ Initial Submission ☒ County or Local Government ☐ Amendment
Organization Type: ☐ State Agency ☐ Resubmission ☐ Private Non-Profit ☒ Other

Total Project Cost: \$1,000,000.00

Federal Share Requested: \$750,000.00

Benefit Cost Ratio 2.3
(for projects only)

Project Type

☐ Acquisition ☐ Elevation
☐ Relocation ☒ Culvert/drainage
☐ Building Retrofit ☐ Embankment Stabilization
☐ Other: _____

Sub-Applicant (Organization) City of Gloucester, Massachusetts _____

County Essex _____ Congressional District 6th _____

Fed Tax ID 046-001-390 _____ FIPS Code 26150 _____

Project Title Poplar Street Flood Mitigation Project _____

Community in good standing with the National Flood Insurance Program ☐ YES ☐ NO

Authorized Applicant Agent¹

Michael Hale _____

Point of Contact²
Name Miles Schlichte _____

Department of Public Works Director _____

Title Emergency Management Director _____

978-281-9785 _____

Telephone # 978-836-8016 _____

978-281-3896 _____

Fax # 978-281-9822 _____

28 Poplar Street _____

Address 1 8 School Street _____

Address 2 _____

Gloucester, MA 01930 _____

City/State/Zip Gloucester, MA 01930 _____

mhale@gloucester-ma.gov _____

E-mail mschlichte@gloucester-ma.gov _____

Prepared by: Signature _____ Date _____

¹ Individual authorized to sign certification in Section T.

² Individual applicant wishes State/FEMA to contact for additional information/question regarding the sub-application.

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SUB-APPLICATION COMPLETION CHECKLIST

This checklist will assist local communities and consultants in developing a complete Hazard Mitigation Grant Program (HMGP) Sub-Application. Project and plan Sub-Applications submitted for funding under disasters declared after June 1, 2009, shall use Hazard Mitigation Assistance (HMA) Unified Guidance:
<http://www.fema.gov/library/viewRecord.do?id=4225>

| | | |
|---|---|---|
| Below section to be completed by Sub-grantee: | | |
| Sub-Applicant <u>City Of Gloucester, Massachusetts</u> | Community Name <u>Gloucester, MA</u> | Funding: HMGP DR # FEMA-1959-DR-MA FEMA-1994-DR-MA |
| Project Title <u>Poplar Street Floor Mitigation Project</u> | | |
| Below section to be completed by State: | | |
| State Reviewer _____ Phone _____ Email _____ | | |
| Below section to be completed by FEMA: | | |
| Date received in Region: Date Received at FEMA _____ | | |
| FEMA Reviewer _____ Phone _____ Email _____ | | |

*Note: For Property Acquisition Sub-Applications (Use Section 1 and 2 only)
 For Planning Sub-Applications (Use Section 3 only)

Section 1: Project Sub-Application

| Project Sub-Application Task | Referenced information location | State Review | FEMA Review |
|---|---------------------------------|--------------|-------------|
| Sub-Applicant Information | | | |
| Point of Contact (POC) | | | |
| Project Location | | | |
| Description of Existing Conditions | | | |
| Scope of Work (SOW) Summary (Project Description) | | | |
| Project Photographs | | | |
| Project Maps | | | |
| Project Drawings | | | |
| Alternatives #1 & 2 | | | |
| Work Schedule | | | |
| Maintenance Schedule and Associated Costs | | | |
| Project Cost Information | | | |
| Estimated Project Cost Share | | | |
| Other Funding Agencies | | | |
| Mitigation Plan Status and Information | | | |
| Public Notice/ Official Newspaper Information | | | |
| Required Benefit Cost Analysis | | | |
| Which BCA module used | | | |
| Benefit-Cost Ratio | | | |
| Data Documentation provided | | | |

Section 1 Project Sub-Application (cont'd)

| Project Sub-Application Task | Referenced information location | State Review | FEMA Review |
|---|---------------------------------|--------------|-------------|
| Environmental / Historic Preservation Information | | | |
| Waterway/Waterbody/Wetlands Information | | | |
| Floodplain Location | | | |
| National Flood Insurance Program (NFIP) | | | |
| General Conditions (Signature Required) | | | |
| Funding Certification (Signature Required) | | | |
| Maintenance Agreement (Signature Required) | | | |

Section 2: Property Acquisition/Elevation Projects

| | | | |
|---|--|--|--|
| Property Acquisition/Relocation/Elevation Worksheet | | | |
| Photographs | | | |
| Substantial Damage Letter | | | |
| Elevation Certificate | | | |
| Voluntary Transaction Letter | | | |
| Model Deed | | | |
| Tax Assessor Card | | | |
| Property Acquisition/Relocation/Elevation Certification | | | |

Section 3: Hazard Mitigation Plan (New Plans or Plan Updates)

| | | | |
|---|--|--|--|
| Sub-Applicant Information | | | |
| Project Location | | | |
| Scope of Work (SOW) | | | |
| Work Schedule | | | |
| Maintenance Schedule and Associated Costs | | | |
| Project Cost Information | | | |
| Estimated Project Cost Share | | | |
| Other Funding Agencies | | | |
| Mitigation Plan Status and Information | | | |
| General Conditions | | | |
| Funding Certification | | | |

CHECK LIST PAGE

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A. PROJECT LOCATION

Attach a brief description of the project location. Include the name of the municipality and county, intersecting streets, and easily identified landmarks such as waterbodies and structures. Include the street address of the property, if applicable. For Planning Projects, provide a description of the jurisdictions (communities) involved in the planning proposal.

The several undersized culverts are located underneath Poplar Street from the Babson Dam Spillway area towards Washington Street, in the City of Gloucester, Essex County, Massachusetts 01930

Please provide project Latitude and Longitude (decimal degrees, including six or more decimal places) in the spaces below or on additional sheets. For projects with multiple structures or sites, provide lat/long for each structure or site. For projects that cover larger geographic areas provide a lat/long for the key project element.

Latitude 42.624785 Longitude -70.673783

| |
|--|
| This Section Not Required for Planning Applications |
|--|

B. DESCRIPTION OF EXISTING CONDITIONS

Attach a clear description of the existing conditions that your project is intended to mitigate. Provide a brief description of the existing conditions, including the type of hazard and cause of the problem (e.g. flooding from an undersized culvert on Johnson Brook), the frequency with which damages occur, and number of properties/roads affected, number of repetitive loss properties and their addresses. You may include a sketch if you feel it will help describe the problem. Do not describe the proposed solution (yet).

There are three undersized culverts that are incapable of handling storm water runoff in the Poplar Street area. The result is repeated flooding of homes and businesses as well as the flooding of the critical facility that houses the Gloucester Department of Public Works yard and buildings.

We have three documented instances of severe flooding in this area in the past 10 years. The intersection of Cherry Street at Poplar was closed for three days after the 2006 Mothers Day storm which blocked a major east and west local roadway and a major north and south local roadway.

Emergency and Public Works vehicles were unable to transit the area which led to large increases in emergency response times and extended delays in responding to calls for assistance by public works crews.

The entire Poplar Park elderly housing project was evacuated for nine days during that flooding event. Many properties on the water side of Poplar Street had some level of damage, either with backyard flooding and/or basement flooding.

Whitehead Motors sustained approximately \$100,000:00 worth of damage to the business and numerous customers' cars. The DPW yard was not accessible for three days. It subsequently took all DPW employees 7 days to clear the facility of damage and return to normal business. The DPW yard is also the fueling facility for all city vehicles which had to seek alternative locations to fuel for this event.

The 2006 storm was the most recent of numerous instances of this area suffering severe flooding with the rate of occurrence being roughly every ten years with less significant flooding issues occurring more frequently.

C. SCOPE OF WORK (PROJECT DESCRIPTION)³

A detailed scope of work (SOW) is a description all work required to implement the proposed activity and the associated cost and timeframes. Provide a complete and detailed description of the proposed project including the following:

- Describe the source of the hazards and risk to life, safety and improved property that you are trying to solve
- Physical area to be affected by the proposed project
- For flood related projects please describe/discuss any potential upstream/downstream impacts of proposed improvements
- Survey, Design & Engineering, Permitting, Bidding & Advertising, Construction, Site Preparation, Erosion Control, Utility Relocation/Re-connection, Direct Administrative Cost and Project Close-out
- Construction methods, including excavation or earth moving activities, if applicable
- If project is implemented, explain how it will reduce future damages
- How is the project an improvement over the existing conditions? (Maintenance & repair is not considered an improvement under this grant program)
- Describe how the project is consistent with the goals, strategies and recommended actions outlined in your FEMA-approved Multi-Hazard Mitigation Plan
- Describe how proposed project would address the existing conditions previously identified
- Indicate the level of protection to be provided (frequency or intensity of event to be mitigated; e.g. 100-year flood, 100 mph wind event, etc.)
- Explain level of public involvement in the decision to select the proposed project
- The pros and cons of the proposed project including: the social, political, administrative, technical, economic, legal and environmental ramifications of project.
- Explain why the proposed project was selected over the other alternatives (see section D.)

Note: If the project is intended to protect a critical facility from flooding, the project should be designed to provide protection from a 500-year event. Critical facilities include generating plants, other utility lines, nursing homes, housing for the elderly, fire and police stations, hospitals, and other facilities that provide public health and safety services.

For a Hazard Mitigation Plan, the Scope of Work must, but is not limited to the following:

- State whether the proposed planning activity will result in a new hazard mitigation plan or an update of an existing hazard mitigation plan.
- Describe the planning process to be conducted, including public and stakeholder involvement, number and type of meetings, workshops, etc., and the existing plans and land uses which will be analyzed.
- A detailed description of the risk analysis methodologies to be undertaken including GIS and data collection, loss estimates, and vulnerability to existing and future buildings, critical facilities and vulnerable populations for each natural hazard.
- A description of the mitigation goals and actions the jurisdiction identifies along with the implementation and prioritization of each measure.

³ FEMA has developed sample SOWs to assist Applicants applying for funding under HMGP programs for several project types. Resources for developing SOWs are available from the FEMA Library (under **keyword** type in Scope then do a search). <http://www.fema.gov/library/iriSearch.do>

Scope of Work Summary

Provide description of the proposed project and work to be accomplished

Proposed Project:

Level of Protection: __500-yr event

This project is to replace several undersized culverts under the Poplar Street between Babson Reservoir and Washington Street. These culverts have been undersized since they were first installed decades ago. Replacing these culverts with the appropriately sized culverts will mitigate the most significant flooding problem in the City of Gloucester.

A more detailed scope of work will be completed before final application is submitted.

This Section Not Required for Planning Applications

D. PROJECT PHOTOGRAPHS

Photograph the project site. Digital photos are strongly encouraged. Also include photos of any structure or unique features likely to be impacted by the project. Note the position, direction, and date that the photo was taken on a drawing or sketch of the project site. The Sub-Applicant should also provide aerial photography of the project area.

This Section Not Required for Planning Applications

E. PROJECT MAPS

Provide a site location map(s) that clearly identifies the proposed project. A United States Geological Survey (USGS) topographic quadrangle map or a detailed local road map is ideal for use as a location map. Provide the site location, including a north arrow, title, and legend from the original map on an 8-1/2 x 11 sheets. Additionally, Provide wetlands map or waterways (if applicable and available), roads, and other surrounding area should be noted. If applicable, identify adjacent community boundaries. Assessor's maps are strongly encouraged for Acquisition/Relocation/Elevation projects only.

This Section Not Required for Planning Applications

F. PROJECT DRAWINGS

A drawing detailing the proposed project must be included in the Sub-Application. The drawing should be large enough to show the location of existing structures, proposed structures, and surrounding areas that may be impacted by the project, such as staging areas and temporary access points. Existing and proposed conditions may also be shown on separate drawings. **Detailed engineering plans are not required, but should be submitted if available.**

The following is a list of items that are typically included on project drawings and that should be included in drawings to the extent practicable. Some items may not be applicable for all projects. If exact dimensions or quantities are not known, provide estimates.

1. Existing Conditions (existing structures are generally drawn with a dashed line)

- Waterway name and direction of flow
- Waterway or shoreline boundaries (water's edge)
- Wetland areas
- Right-of-way and property lines
- North arrow
- Existing structures (culverts, catch basins, drainage systems, retention ponds, etc.)
- Special use or conservation areas
- Vegetated or forest areas that would be impacted
- Adjacent roadways
- Existing buildings & utilities
- Any structure/land feature likely to be impacted by the proposed project
- Cross-Section

2. Proposed Conditions (proposed structures are generally a solid line)

- Location and dimensions of proposed structures
- Limits of proposed fill (est. quantity) or excavation (est. quantity)
- Project limits
- Limits of encroachment into wetlands or waterbodies
- Limits and dimensions of shoreline stabilization (est. quantity)
- Major clearing of vegetation (est. area)
- Any structure or land feature modified by the proposed project
- Drainage area(s) (attach drainage calculations if available)
- Cross-Section

This Section Not Required for Planning Applications

G. ALTERNATIVES

Attach an evaluation of two (2) feasible alternatives to the proposed project. Try to avoid the "No Action" alternative. A description of the alternative projects may include but are not limited to:

- A description of the work to be accomplished
- The level of protection
- The pros and cons of that alternative
- A description of why this alternative was not selected
- Estimated project costs

A detailed scope, budget, and work schedule is required for the proposed project only. (Not alternatives)

Alternative #1:

Level of Protection: 100%

The purchase and elimination of all affected homes along the creek side of Poplar Street, making that area parkland in perpetuity.

The Pro is the total elimination of property damage due to flooding.

The Con's of this alternative are:

- the probable reluctance of homeowners to move from that area
- the costs involved with the purchase and demolition of the properties.

This was not selected due to the cost.

Project costs would be determined by the market price of each property.

Alternative #2:

Level of protection: 50%

Raise all the back yards on the creek side of Poplar Street and raise the DPW yard a minimum of 5 feet.

The Pro of this alternative is by raising the backyards 5 feet, it is probable that there would be minimal flooding damage to the back yard areas, and the DPW yard.

The Con's of this alternative are:

- The elevation of 5 feet may not prevent some basement flooding as some basements are below grade so some structures would have to be raised.
- Raising the grade in the DPW yard would also necessitate raising the buildings.

This alternative was rejected due to the cost.

Project costs would be determined property by property depending on the amount of fill necessary and if the structure would have to be raised.

H. WORK SCHEDULE

Please provide a detailed work schedule and timeframe for the proposed project (attach a separate schedule or add additional lines as necessary below).

Make sure work schedule allows for grant administration [contact execution, close-out, etc], final design and permitting, bidding and advertising, and unanticipated delays. Also consider construction season – FEMA award/performance period may occur during non-construction season. Be conservative and request more time than you think you need – you will not be penalized for completing the project sooner than the requested performance period. FEMA allows up to a three year performance period from the date of grant award.

| Task | Months from Award | |
|------|-------------------|----------|
| | Start | Complete |
| TBD | | |
| | | |
| | | |
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| | | |

Total estimated time for project completion _____ TBD _____ (Months)

I. MAINTENANCE SCHEDULE AND ASSOCIATED COST

Provide maintenance schedule for the useful life of the project and estimated annual maintenance cost.

(For planning Sub-Applications a plan maintenance process needs to be included for monitoring, evaluating and updating the mitigation plan within a five-year cycle.)

J. PROJECT COST INFORMATION

A detailed line item budget/cost estimate including narrative that describes all anticipated cost associated with the Scope of work for the proposed project. Sub-Applicants are encouraged to be conservative when developing project cost estimates - grant award notification and ultimate project implementation/construction may be more than one-year after initial Sub-Application submission.

The proposed project cost estimate should be as detailed as possible, including but not limited to all work required to implement the proposed mitigation activity:

- Pre-Award Costs (see HMA Program Guidance for eligible costs)
- Survey
- Design & Engineering
- Permitting
- Bidding & Advertising
- Construction
- On-site Construction Management
- Site Preparation
- Erosion Control
- Utility Relocation/Re-connection
- Project Close-out

Project costs should be as detailed as possible and include specific line item name, quantities, rates, units of measurement (SF, CY, LF, etc.), unit costs, etc. Sub-Applicants should provide the source of the estimate (e.g. documented local cost, bids from qualified professionals, published national or local cost estimating guides). Lump Sums should be avoided when possible.

If 'in-kind' contributions of labor or materials devoted to the project are being claimed as part of the grant match requirements, provide documentation of the basis for the valuation of the contributions.

FEMA cannot fund contingency costs as part of a project budget. **Neither contingency nor escalation cost are permitted as individual line items in the cost estimate.** While "contingency line items" are not allowed, Sub-Applicants may want to consider adjusting unit costs/quantities to reflect uncertainties in the cost estimate and/or unexpected construction conditions.

K. ESTIMATED PROJECT COST SHARE

Provide the cost and funding cost share information (round figures to the nearest dollar). The maximum FEMA share for a HMGP project is 75%.

| Funding Sources | Funding Amount | % of Total Costs |
|---------------------------|----------------|------------------|
| Federal | \$750,000.00 | 75% |
| Non Federal (local share) | \$250,000.00 | 25% |
| Total Project Cost | \$1,000,000.00 | 100% |

For private homeowner elevation/utility retrofit and acquisitions projects, where the non-federal share is being provided by the homeowner(s), please include documentation from the homeowner(s) committing to the non-federal share and any ongoing or necessary maintenance.

L. OTHER FUNDING AGENCIES

Has this project been submitted to any other Federal agency as a possible source of funding?

☐ Yes ☐ No ☐ Unknown

Has funding been approved for this project from any other Federal or State agency?

☐ Yes ☐ No

If Yes, from either of the above, provide the following information:

Agency Name _____

Address _____

Contact Name _____

Phone Number _____

Amount \$ _____

M. MITIGATION PLAN STATUS & INFORMATION

Please indicate the status of the Multi-Hazard Mitigation Plan

(plan must meet requirements of 44 CFR Part 201):

☐ **No Plan** [A FEMA-approved hazard mitigation plan – consistent with 44 CFR Part 201 – is a pre-requisite for all FEMA mitigation grant programs.]

☐ **FEMA-Approved** (and Locally adopted) – please indicate FEMA approval

☐ date: _____

Other – please explain: __ Plan is currently being reviewed by FEMA awaiting approval.

Briefly describe how the proposed project is consistent with the goals, actions and strategies in the community's multi-hazard mitigation plan: __

This project will address the previously identified mitigation need as outlined in former plans and in the updated 2011 hazard mitigation plan. The following language is directly from the 2011 hazard mitigation plan.

Area #13: Mill River:

Priority: Medium to High. (This is an area subject to multiple hazards (flooding, potential dam failure and brush fires).

This area is home to the DPW yard and a retirement village and includes the Babson Reservoir. The retirement village had to be evacuated during the Mothers Day storm. The reservoir is managed by the DPW and the dam that created the reservoir is considered to be the second most dangerous dam in the city. It would be vulnerable in the event of an earthquake. This is also an area with extensive phragmites which catch fire easily.

There is severe flooding on both sides of Alewife Brook. Flooding in this area is controlled to some extent by a tide gate. The City has obtained a grant from NOAA and CLF for a permitted expansion of the tide gate. This project entails the installation of another tide gate downstream to increase the opening and increase the ability to shut out the tides in advance of a storm so that the full capacity of Mill Pond would be available for flood storage.

The DPW yard has flooded with four feet of water. There is hazardous material on the site and a sewage pump station.

Note: This culvert upgrade is clearly consistent with the goals, actions and strategies in our plan as it will reduce property damage due to repetitive flooding.

Note: The tide gate work referenced above has been completed and the City is also performing flood prevention work in the area of the Babson Dam. If approved, this proposed culvert work will complete the flood relief mitigation for the entire area.

This Section Not Required for Planning Applications

N. PUBLIC NOTICE/OFFICIAL NEWSPAPER INFORMATION

FEMA is required to publish a Public Notice for any project that has the potential to affect a wetland or floodplain.

Provide the following about your community's official newspaper(s):

Name Gloucester Daily Times _____
Address Whittemore Street _____
Gloucester, Ma 01930 _____
Telephone # 978-281-7000 _____

This Section Not Required for Planning Applications

O. REQUIRED BENEFIT-COST ANALYSIS (BCA) INFORMATION

Sub-Applicants are required to submit one (1) electronic copy of the completed BCA (exported zip file) and one (1) printed hardcopy of the BCA report from the FEMA Benefit-Cost Analysis Software Version 4.5 as part of the official HMGP Sub-Application.

Benefit-cost analysis (BCA) is a standardized, systematic way to count the benefits of a mitigation project and to compare these benefits to the costs of mitigation. A complete benefit-cost analysis counts *all* of the significant direct benefits of a mitigation project. A benefit-cost analysis always involves looking at damages and losses twice: first, before mitigation (the "as-is" situation) and second, after mitigation. The benefits of a mitigation project are simply the difference in expected damages and losses before and after the mitigation project are completed.

To be eligible for federal funding assistance thru any of FEMA's hazard mitigation grant programs, a mitigation project must be cost-effective (benefit-cost ratio of 1.0 or greater using the FEMA BCA software). The FEMA Benefit-Cost Analysis is the method used to determine the cost-effectiveness of a proposed hazard mitigation project. FEMA has developed a new/revised BCA Tool [Version 4.5] to assist Sub-Applicants to determine the cost-effectiveness of their proposed mitigation project. FEMA will not accept project Sub-Applications with a benefit-cost analysis conducted using older versions of the BCA software; Sub-Applicants must use Version 4.5. The FEMA BCA software (and related training materials) are available for download at: <http://www.bcahelpline.com/>

Note: A cost benefit analysis in accordance with FEMA's BCA Tool has been completed and a summary sheet is attached to this application. The complete BCA report will be submitted as required.

Benefits of a proposed mitigation project can be sorted into four main categories:

| | |
|---|---|
| Avoided Physical Damages | <ul style="list-style-type: none"> ▪ Buildings ▪ Contents ▪ Infrastructure ▪ Landscaping ▪ Site Contamination ▪ Vehicles ▪ Equipment |
| Avoided Loss-of-Function Costs | <ul style="list-style-type: none"> ▪ Displacement costs for temporary quarters ▪ Loss of rental income ▪ Loss of business income ▪ Lost wages ▪ Disruption time for residents ▪ Loss of public services ▪ Economic impact of loss of utility services ▪ Economic impact of road/bridge closures |
| Avoided Casualties | <p>Deaths Injuries Illnesses</p> |
| Avoided Emergency Management Costs | <p>Emergency operations center costs Evacuation or rescue costs Security costs Temporary protective measure costs Debris removal and cleanup costs Other management costs</p> |

This Section Not Required for Planning Applications

P. ENVIRONMENTAL/HISTORIC PRESERVATION INFORMATION

Please identify the environmental permits anticipated for project implementation (local Conservation Commission approval, Army Corps, etc.)

Does your project affect or is it in close proximity to any buildings or structures 50-years or more in age?

☐ Yes

☐ No

☐ Unknown

If 'yes' please describe: _____

Does your project involve the disturbance of ground?

☐ Yes

☐ No

☐ Unknown

If 'yes' please describe the past use and dimensions of the area to be disturbed: _____

Are State and/or Federally listed threatened or endangered species or their critical habitat present in the area affected by the project?

☐ Yes

☐ No

☐ Unknown

If yes, please describe: _____

Does your proposed project meet or exceed any Massachusetts Environmental Policy Act (MEPA) thresholds for preparation of an Environmental Notification Form (ENF), or mandatory Environmental Impact Report (EIR)? www.env.state.ma.us/mepa/regs/11-03.aspx

☐ Yes

☐ No

☐ Unknown

Please describe: _____

This Section Not Required for Planning Applications

Q. WATERWAY/WATERBODY/WETLANDS INFORMATION

This information can be obtained from the National Parks Service.

1. Name: (waterway/body) (TBD)

2. Nationwide Rivers Inventory Designation (<http://www.nps.gov/rtca/nri/states/ma.html>):

☐ Wild

☐ Scenic

☐ Recreational

Outstanding Resource Value:

☐ Scenic

☐ Recreational

☐ Geologic

☐ Fisheries

☐ Water Quality

☐ Historic

☐ Cultural

☐ Other

3. Is the project in an area regulated by the Massachusetts Wetlands Protection Act (<http://www.mass.gov/dep/service/regulations/310cmr10a.pdf>), including the Rivers Protection Act (<http://www.mass.gov/dep/water/laws/rpa01.htm>)?

☐ Yes

☐ No

4. Is the project located in (or adjacent to) an Area of Critical Environmental Concern (ACEC)?
A list and map of ACEC's is available at:

<http://www.mass.gov/dcr/stewardship/acec/listACEC.pdf>

<http://www.mass.gov/dcr/stewardship/acec/statewideMap.pdf>

☐ Yes

☐ No

5. Is there a Flood Insurance Study (FIS) available for your community?

☐ Yes

☐ No

| |
|--|
| This Section Not Required for Planning Applications |
|--|

R. FLOODPLAIN LOCATION

Flood mitigation and drainage improvement project Sub-Applications must include a **Firmette** or copy of the flood insurance rate map (FIRM). **The project location and community panel number must be clearly identified.** Firmette's can be created on-line from FEMA's map service center at:

<http://msc.fema.gov/webapp/wcs/stores/servlet/femawelcomeview?storeid=10001&catalogid=10001&langid=-1>

| |
|--|
| This Section Not Required for Planning Applications |
|--|

S. NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

1. Is the Community participating in the NFIP?

- If "Yes" provide the following:

- NFIP Community ID #(CID) 250082 0004D_Dated: July 1992 _____

2. Is the project located in a Special Flood Hazard Area (SFHA)?

☐ Yes ☐ No

3. Is the project located in a Regulatory Floodway?

☐ Yes ☐ No

4. Based on the FIRM, indicate the flood zone(s) of the project site(s) (e.g., A10, C, AE, V): _____

100-Year (base) flood elevation at the site is _____ Ft. [NGVD 29 (MSL) or NAVD 88]

Source of 100-year (base) flood elevation _____ *(This information can be provided as best available data from sources such as: MA DCR, local engineering records, etc.)*

☐ Coastal Barrier Resource Area ☐ Otherwise Protected Area (OPA)

5. Floodplain Consultation *(Coordination/consultation with the local floodplain administrator is strongly encouraged if the proposed project is located in, or near mapped special flood hazard areas).*

Local Floodplain Administrator:

Name: _____ Phone: _____

Local Floodplain Administrator consulted? Date: _____

☐ Yes ☐ No

Provide Floodplain Administrator Comments:

T. GENERAL CONDITIONS

The undersigned submits this Sub-Application under the Federal Emergency Management Agency's **Hazard Mitigation Grant Program (HMGP)**, and does hereby certify that the Sub-Applicant will fulfill all requirements of the program.

The undersigned acknowledges that actions initiated and or completed without fulfilling the specific documentation and procedural requirements of the National Environmental Policy Act (NEPA) may not be considered for FEMA funding. Only in rare situations, where actions were initiated in an emergency situation to prevent or reduce an immediate threat to life, health, property or severe economic losses can exceptions be considered, if otherwise eligible. However, no project Sub-Application can be considered for FEMA funding if the project was initiated prior to the receipt of this Sub-Application from the Massachusetts Emergency Management Agency (MEMA).

The undersigned acknowledges that to retain eligibility for funding, the Sub-Applicant may not initiate work on this project prior to FEMA approval. Furthermore, that as a condition of any project approval, the Sub-Applicant acknowledges that they are responsible for obtaining all required permits and approvals (federal, state & local) prior to project initiation, including but not limited to obtaining easements, right-of-way access, etc. necessary for project implementation and long-term maintenance of the proposed mitigation activity. Copies of all permits are to be forwarded to MEMA prior to project construction. Any modifications to the approved scope of work must be submitted to MEMA/DCR and FEMA for approval. All site inspections and maintenance should be documented and maintained by the Sub-Applicant, since this would be essential in determining the eligibility of federal funding for future damages arising at the sites.

The undersigned acknowledges that other types of federal assistance that have been received for this project have been identified within this Sub-Application. In addition, all requests or anticipated requests for funding made to other federal agencies or sources are also identified within this Sub-Application.

Signature _____

Date _____

U. FUNDING CERTIFICATION

I hereby certify that the 25% local share of this project:

☐ Is available

☐ The individual homeowner/property owner(s) will provide the local match in its entirety. **(Please include documentation from the homeowner(s) committing to the non-federal share and any ongoing or necessary maintenance.)**

☐ Will be available within 3 months of submitting this project Sub-Application

☐ Will be available within _____ months of submitting this project Sub-Application and will require the following action by the Sub-Applicant: _____

Describe the source of local share: _____

Signature _____

Date _____

| |
|--|
| This Section Not Required for Planning Applications |
|--|

V. MAINTENANCE AGREEMENT⁴

The *City/Town/County* of Gloucester, State of Mass, hereby agrees that if it receives any Federal aid as a result of the attached project Sub-Application, it will accept responsibility, at its own expense if necessary, for the routine maintenance of any real property, structures, or facilities acquired or constructed as a result of such Federal aid. Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth.

The purpose of this agreement is to make clear the Subgrantee's maintenance responsibilities following project award and to show the Subgrantee's acceptance of these responsibilities. It does not replace, supersede, or add to any other maintenance responsibilities imposed by any Federal law or regulation and which are in force on the date of project award.

Annual inspections should be documented and maintained by the Sub-Applicant, since this would be essential in determining the eligibility of Federal funding for future damages arising at the project site.

To the best of my knowledge and belief, all data/information that is submitted within this Sub-Application is true and correct. I represent this Sub-Applicant and am authorized by the governing body of this jurisdiction to commit the local matching share.

Signature _____

Date _____

⁴ Note: the local share will be utilized to support the undertaking of this project during the specified performance period. Evidence of commitment will be made available to MEMA and/or FEMA upon request.

This Section Not Required for Planning Applications

W. PROPERTY ACQUISITION/RELOCATION/ELEVATION WORKSHEET

(Prepare separate worksheets for each individual property)

Property Owner _____ ☐ Public ☐ Private

Tax Map, Lot or Parcel Number _____

Rental Property ☐ Yes ☐ No

Tenants Name _____ *(If more than one tenant provide separate sheet w/ complete list)*

If tenant occupied provide estimated relocation assistance costs \$ _____

- ☐ Include three or more photographs showing the front, side and rear views of the structure as well as illustrating the surrounding properties. Digital photos are strongly encouraged.
- ☐ If the structure has been certified "**Substantially Damaged**" please check this box and attach a copy of certification from your local flood plain administrator or local building inspector. For this property provide property owner's name, street address and complete section 3 of this worksheet.

1. Site Information

Address (or Physical Legal Location): _____

- Structure located in 100-year floodplain:

☐ Yes ☐ No

- Base Flood Elevation for Property: _____ ft
- Lowest Finished Floor of Structure: _____ ft (indicate elevation datum _____)

2. Structural Information

- Year of Construction - _____
- Total Square Footage of Principal Structure _____ (sf)
- Building Type:
 - ☐ 1-Story w/o basement
 - ☐ 2-Story w/o basement
 - ☐ Split Level w/o basement
 - ☐ Mobile Home
 - ☐ 1-Story w/ basement
 - ☐ 2-Story w/ basement
 - ☐ Split Level w/ basement
 - ☐ Other _____

- Foundation Type:
 - ☐ Basement (Walkout Y/N)
 - ☐ Crawlspace
 - ☐ Slab-on-grade

3. Structure Cost Information

a. Acquisition – Total Cost \$ _____

- Fair Market Value (FMV) \$ _____
- Estimated Cost for Demolition \$ _____
- Estimated Cost for Appraisal \$ _____
- Estimated Closing Costs \$ _____
- Estimated Cost for Site Restoration \$ _____
- Additional Fees/Surveys/Relocation Assistance \$ _____
- Other (describe) _____ \$ _____

b. Relocation – Total Cost \$ _____

- Fair Market Value of Existing Land \$ _____
- Architectural, Engineering, Surveying, etc. \$ _____
- Relocation Costs \$ _____
- Estimated Cost for Site Restoration \$ _____
- Estimated Cost for Appraisal \$ _____
- Other (describe) _____ \$ _____

c. Elevation – Total Cost \$ _____

- Elevation of Structure \$ _____
- Utility Relocation/Reconnection \$ _____
- Architectural, Engineering, Surveying, etc. \$ _____
- Incidental sitework/restoration \$ _____
- Displacement \$ _____
- Other (describe) _____ \$ _____

This Section Not Required for Planning Applications

X. PROPERTY ACQUISITION/RELOCATION/ELEVATION CERTIFICATION

Participation in this Sub-Application is voluntary and prospective homeowners may withdraw their participation at any time prior to contract initiation.

Check One:

- ☐ The Sub-Applicant will contribute the local matching share in its entirety.
- ☐ The individual homeowner/property owner(s) will provide the local match in its entirety. Please include documentation from the homeowner(s) committing to the non-federal share and any ongoing or necessary maintenance.
- ☐ The Sub-Applicant has asked homeowners to voluntarily donate up to 25% of proceeds of their property towards the Sub-Applicant's matching share. In doing so, the homeowner is essentially agreeing to accept a minimum of 75% of the fair market value for the purchase of their real property. Participation in property acquisition and relocation projects by property owners is voluntary. Documentation of voluntary interest for property acquisition must be submitted as part of the sub-application; sample 'notices of voluntary interest' are available at: www.fema.gov/government/grant/resources/vol_notice2.shtm

For structures that remain in the SFHA after the implementation of the mitigation project, flood insurance must be maintained for the life of the structure to an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less. Insurance coverage on the property must be maintained during the life of the property regardless of transfer of ownership of such property.

The sub-grantee (or property owner) must legally record, with the county or appropriate jurisdiction's land records, a notice that includes the name of the current property owner (including book/page reference to record of current title, if readily available), a legal description of the property, and the following notice of flood insurance requirements:

This property has received Federal hazard mitigation assistance. Federal law requires that flood insurance coverage on this property must be maintained during the life of the property regardless of transfer of ownership of such property. Pursuant to 42 U.S.C. 5154a, failure to maintain flood insurance on this property may prohibit the owner from receiving Federal disaster assistance with respect to this property in the event of a flood disaster. The Property Owner is also required to maintain this property in accordance with the floodplain management criteria of 44 CFR Part 60.3 and City/County Ordinance.

Sub-applicants receiving assistance for projects sited in an SFHA must ensure that these requirements are met by requesting the participating property owner(s) to sign an Acknowledgement of Conditions for Mitigation of Property in an SFHA with FEMA Grant Funds form and providing the form to FEMA prior to award or final approval. This form is available on the FEMA Web site at: <http://www.fema.gov/government/grant/resources/pre-award.shtm>

Y. CONTACT INFORMATION

For additional information concerning *HMGP project eligibility and/or Sub-Application process* contact:

Scott MacLeod, Mitigation Grants Coordinator
MA Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
(508) 820-1445
Scott.MacLeod@state.ma.us

Richard Zingarelli, State Hazard Mitigation Officer
MA Department of Conservation and Recreation
Flood Hazard Management Program
251 Causeway St., Ste. 800, Boston, MA 02114-2104
(617) 626-1406
Richard.Zingarelli@state.ma.us

For additional information concerning the *Nationwide Rivers Inventory* classification contact:

Jamie Fosburgh, National Park Service
Rivers, Trails and Conservation Assistance
15 State Street
Boston, MA 02109
(617) 223-5191
jamie_fosburgh@nps.gov

Questions related to the *Area of Critical Environmental Concern (ACEC)* designation can be directed to:

Elizabeth Sorenson, Director
ACEC Program
Massachusetts Department of Conservation and Recreation
Division of Resource Conservation
251 Causeway St., Ste. 700, Boston, MA 02114-2104
(617) 626-1394
Elizabeth.Sorenson@state.ma.us

For information on *flood frequencies and/or the Flood Insurance Study (FIS)* for your community, please contact:

Richard Zingarelli
State NFIP Coordinator
Phone: 617-626-1406
Richard.Zingarelli@state.ma.us

APPENDIX A – MITIGATION GRANT PROGRAM RESOURCES

Hazard Mitigation Grant Programs:

PDM Info: <http://www.fema.gov/government/grant/pdm/index.shtm>

FMA Info: <http://www.fema.gov/government/grant/fma/index.shtm>

SRL Info: <http://www.fema.gov/government/grant/srl/index.shtm>

RFC Info: <http://www.fema.gov/government/grant/rfc/index.shtm>

Unified HMA Guidance: <http://www.fema.gov/library/viewRecord.do?id=4225>

Grant Applicant Resources: http://www.fema.gov/government/grant/hma/grant_resources.shtm

e-Grants:

e-Grants website: <https://portal.fema.gov/famsVuWeb/home>

e-Grants Course website: <http://training.fema.gov/EMIWeb/IS/is30.asp>

e-Grants Helpdesk: (866)476-0544 mtgrants@dhs.gov

To obtain e-grants access contact:

Sherry Leung, Asst. Hazard Mitigation
Coordinator
Phone: 508-820-1436
e-mail: shirletta.leung@state.ma.us

or

Scott MacLeod, Mitigation Grants Coordinator
Phone: 508-820-1445
e-mail: scott.Macleod@state.ma.us

Other Resources:

Benefit-Cost Analysis Software Download and related Toolkit: <http://www.bcahelpline.com/>

Benefit-Cost Analysis Helpline: (866)222-3580 bchelp@dhhs.gov

Engineering Helpline: (866)222-3580 enghelp@dhhs.gov

Env./Historic Helpline: (866)222-3580 ehhelp@dhhs.gov

State Hazard Mitigation Team Contacts:

Richard Zingarelli
DCR State Hazard Mitigation
Officer
Phone: 617-626-1406
Richard.Zingarelli@state.ma.us

Eric Carlson
DCR Flood Hazard Management
Program, Civil Engineer
Phone: 617-626-1362
Eric.Carlson@state.ma.us

Scott MacLeod
Mitigation Grants Coordinator
Phone: 508-820-1445
Scott.MacLeod@state.ma.us

Richard Fitzgerald
Section Chief
Recovery, Mitigation, and
Technical Services
Phone: 508-820-2034
Richard.Fitzgerald@state.ma.us

Sherry Leung
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Phone: 508-820-1436
Shirletta.Leung@state.ma.us
Sarah White
Hazard Mitigation Planner
Phone: 508-820-1435
Sarah.White@state.ma.us

Dan Peterson

Kathryn Fatherley

Hazard Mitigation Grant
Coordinator
Phone: 508-820-2016
Dan.Peterson@state.ma.us

Hazard Mitigation Assistant
Phone: 508-820-1425
Kathryn.Fatherley@state.ma.us

Hazard Mitigation Resources in *Coastal Environments*:

Coastal Zone Management – StormSmart Coasts: <http://www.mass.gov/czm/stormsmart/index.htm>

Massachusetts River & Stream Crossing Standards:

http://www.nae.usace.army.mil/reg/Stream/MA_RiverStreamCrossingStandards.pdf

Procedures for Developing Scopes of Work for a Draining/Stormwater Management Project:

<http://www.fema.gov/library/viewRecord.do?id=1846>

Procedures for Developing Scopes of Work for the Elevation of Floodprone Structures:

<http://www.fema.gov/library/viewRecord.do?id=1844>

Procedures for Developing Scopes of Work for Wind Retrofit Projects:

<http://www.fema.gov/library/viewRecord.do?id=1876>

Procedures for Developing Scopes of Work for Protective Measures Retrofit Projects for Utility, Water, and Sanitary Systems and Infrastructure:

<http://www.fema.gov/library/viewRecord.do?id=1881>

Property Acquisition Handbook for Local Communities:

<http://www.fema.gov/government/grant/resources/acqhandbook.shtm>

Engineering Case Studies by Project Type

FEMA has developed sample engineering case studies to provide the types of information and data needed to ensure completeness of the sections of project applications affecting engineering feasibility for several common mitigation measures. The Engineering Case Studies below are available from the FEMA Information Resources Library:

- Minor Structural Flood Control Projects (<http://www.fema.gov/library/viewRecord.do?id=1863>)
- Elevation (<http://www.fema.gov/library/viewRecord.do?id=1862>)
- Acquisition (<http://www.fema.gov/library/viewRecord.do?id=1861>)
- Wind Shutters (<http://www.fema.gov/library/viewRecord.do?id=1864>)
- Non-Structural Seismic Retrofit (<http://www.fema.gov/library/viewRecord.do?id=1865>)
- Structural Seismic Retrofit (<http://www.fema.gov/library/viewRecord.do?id=1866>)

Multi-Hazard Mitigation Planning Resources:

FEMA's Hazard Mitigation Planning "How-to Guides" Website:

<http://www.fema.gov/plan/mitplanning/resources.shtm>

Mitigation Planning, Laws, Regulations & Guidance:

<http://www.fema.gov/plan/mitplanning/guidance.shtm>

FEMA's Multi-Hazard Mitigation Planning Website:

<http://www.fema.gov/plan/mitplanning/index.shtm>

APPENDIX B – HMGP PROJECT REVIEW CRITERIA

HMGP Project Evaluation Criteria

The proposals will be evaluated and prioritized by the State Hazard Mitigation Interagency Committee and the State Hazard Mitigation Team according to the following criteria.

1. The project application clearly describes the hazard/problem the proposed mitigation project is intended to address.
2. Hazard Mitigation measure that, if not taken, will have a detrimental impact on the applicant, such as potential loss of life, loss of essential services, damage to critical facilities/infrastructure, and/or economic hardship.
3. The proposed project clearly describes the solution to the hazard/problem. This includes a detailed scope of work, budget, and alternative analysis. The proposed project appears to be the most practical, effective, and environmentally sound alternative.
4. Application describes how the proposed project will provide long-term hazard mitigation benefits. The level of protection that will exist after the project is implemented is clearly defined.
5. The project application clearly demonstrates that the project is cost-effective-anticipated benefits of the mitigation activity exceed the project costs. A well-defined 'Benefit-Cost Analysis' (BCA) is provided with relevant supporting documentation.
6. The application demonstrates the capability of the applicant to implement and complete the project in a timely manner. This includes all environmental permitting, state and local, which are required.
7. The application demonstrates the commitment of the applicant to get the project accomplished. This includes providing documentation of the availability of the non-federal cost match, description of relevant public/private partnerships.
8. The application details how the proposed mitigation activity is consistent with State Hazard Mitigation Plan, the FEMA-approved hazard mitigation plan for the local jurisdiction as well as other plans (comprehensive land use plans, capital improvement plans, etc.).
9. The proposed project is consistent with NAI (No Adverse Impact) principles ("do no harm"). Proposed mitigation activity is sustainable (with a priority on non-structural solutions), and provides environmental benefits.
10. Proposed project is in the federally declared disaster area and/or mitigates the type of hazard that caused the declared event.



GLOUCESTER EMERGENCY MANAGEMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



Memorandum

To: Jim Duggan, Chief Administrative Officer
From: Miles Schlichte, Emergency Management Director
Date: February 16, 2012
Re: **Transfer Request from Special Reserve Account to Civil Defense Department**

A priority as the City of Gloucester Emergency Management Director is to establish a properly functioning Emergency Operations Center (EOC) and Emergency Shelter in the event either the EOC and/or the Emergency Shelter are necessary during an emergency event.

In order to attain the goal of a functioning EOC and Emergency Shelter, the following is a breakdown of the food and equipment necessary. Also, in my possession I have quotes and estimates to support the amounts requested.

I respectfully request that this transfer request of \$15,670 be submitted to the City Council in the next available Mayor's Report for referral to the Budget and Finance Committee. Carol McMahon and I will be available to answer any questions.

Thank you.

1. **Request for \$1,500.00** for Konica Minolta combination printer/fax/copier. In October a transfer request for office supplies in the amount of \$500.00 was approved by the council. My intent was to use the \$500.00 to purchase a small printer for the EOC. In speaking with Grant Harris (school IT) he recommended that I purchase the Konica unit outlined on the spread sheet. The \$1,500.00 being requested would be added to the \$500.00 for a total of \$2,000.00 to purchase what is needed. With the EOC also being set up as an emergency "City Hall" so that approximately twenty city employees can work from the EOC should other city offices fail, a printer of this caliber is needed. A flyer showing the suggested printer and a price quote are attached. This week the EOC received twenty used PC's that are from the schools that are being repurposed to be able to use the EOC as an emergency City Hall. The PC's will replace the Macs that are presently in use which are not capable of allowing municipal employees to access their city workplaces from the EOC.
2. **Request for \$2,851.00** for Meals Ready to Eat (MREs) The recent Emergency Management tabletop exercise regarding sheltering at the Fuller School identified the ability to provide hot food to shelter residents as the primary concern. The Fuller kitchen is not usable and preparing meals at the other schools and transporting them to the Fuller during a weather event has significant concerns. MREs are what the military provides in the field. The same company that provides 90% of the military also provides a civilian version. By having MRE's stored at the shelter I will have the ability to provide hot meals for under \$5 a meal twice a day to fifty people for six days without having to depend on other school kitchens or other food vendors. The product has a shelf life of five years. Before the



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expiration date the meals can be donated to the food pantry for distribution to those in need. I have attached the quote and will have samples at the B&F Meeting when this is discussed.

3. **Request for \$2,569.00** for tables and chairs for fifty shelter residents. The primary concern that the Red Cross had when I asked them to assess Fuller as a shelter last fall was that the other schools had taken all of the cafeteria tables and chairs leaving nothing for shelter residents to sit on. This purchase will provide table and chairs for shelter residents when needed. The tables and chairs will be stored in the locked Emergency Management designated storage area off of the gym and only get set up when needed to prevent their being taken for uses elsewhere. The dollar amount quoted is based on internet searches of vendors with no particular vendor selected as of yet.
4. **Request for \$4,000.00** for accidental injury insurance for volunteers assisting with Emergency management. This is an item that was on my FY12 requested budget. I attended a statewide conference call on this topic last week and it is an area of concern across the state. Some communities have already done what I am requesting and provide an accidental injury policy to volunteers. Since the volunteers not only provide an essential service to the community, but actually assist the city in meeting grant matching requirements because of the dollar values attached to their volunteer hours, this is a good investment for the City.
5. **Request for \$1,000.00 for tools for EOC.** This is also a line item from my original requested budget. I have been carrying my personal tools back and forth from my house to the EOC to work on projects needed at the EOC. It is very inefficient to have to go to my house every time I need a tool that I don't have at the EOC. It is equally inefficient to have to retrieve my tools left at the EOC when I need to repair things at my house.
6. **Request for \$ 1,500.00 for a laptop and portable printer** for Emergency Management. Often the EMD is not working from the EOC but still needs the information carried on the computers there. For example, last year I worked from the Senior Center during the heat wave when we thought we might lose power to the entire city as National Grid feeder lines were failing. I am currently using my personal laptop for EM purposes which I will continue to do. However, when I am unavailable my laptop is also unavailable. A laptop owned by Emergency Management is needed so this information is available outside of the EOC when the EM is not.
7. **Request for \$400.00 for a replacement video projector head.** The fire department has a relatively new projector that the head recently burned out on. The fire dept has gone to a monitor and computer setup instead of a video projector and has no intention of repairing the projector. The fire department is willing to allow the projector to be relocated to the EOC where it can be put back in use with the purchase of a replacement head. Since the EOC location is currently being used for training for CERT members and will be used for other EM trainings in the future, a large screen with projector would be very helpful. Quote via phone with Gov Connection. (vendor projector purchased from)
8. **Request for \$1,550.00 to letter three trailers and one panel truck.** A goal of emergency management is to make all city resources available to all city departments when they need them. To that end, trailers need to be lettered as to their purposes so any city employee can retrieve the correct trailer when asked to. In addition, the school committee has asked that the trailers be lettered so that the school doesn't look "like a trailer park". Quote is from Seaside Graphics



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9. **Request for \$300.00 for pet supplies for shelter.** FEMA now mandates that domestic pets be cared for when persons are relocated to shelters. Fuller school has a designated pet area away from the areas where people will be that also has direct access to the outside for the animals. To support this federal mandate items such as plastic sheeting, cleanup materials, leashes, collars, etc are needed to keep the animals clean, safe and secure while keeping them separate from people in the shelter. EM did receive several animal crates through a grant and will be reaching out to area vets and shelters for additional donated cages.

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL*****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER:
#2012-SBT

TREASURER

20 DATE: 2/22/2012 BALANCE IN ACCOUNT \$85,910.00

(FROM) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(FROM) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.900.52000.0000.00.000.00.052

Special Reserve, Contractual Services
Account Description

EXPLANATION OF SURPLUS:

Funds placed in this account by City Council during
budget process.

(TO) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.291.52000.0000.00.000.00.052

Civil Defense, Contractual Services
Account Description

ANALYSIS OF NEED(S):

Lettering three trailers and one panel truck.

TOTAL TRANSFER AMOUNT \$1,550.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$84,360.00

TO ACCOUNT: \$1,550.00

APPROVALS:

DEPT. HEAD:

ADMINISTRATION:

BUDGET & FINANCE:

CITY COUNCIL:

DATE: 2/22/12

DATE: 2/22/12

DATE:

DATE:

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL*****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER:
#2012-SBT

TREASURER

21 DATE: 2/22/2012 BALANCE IN ACCOUNT \$84,360.00 ✓

(FROM) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(FROM) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.900.52000.0000.00.000.00.052 ✓

Special Reserve, Contractual Services
Account Description

EXPLANATION OF SURPLUS:

Funds placed in this account by City Council during
budget process

(TO) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.291.54900.0000.00.000.00.054 ✓

Civil Defense, Food & Food Service
Account Description

ANALYSIS OF NEED(S): Meals Ready to Eat for EOC

TOTAL TRANSFER AMOUNT \$2,851.00 ✓

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$81,509.00 ✓

TO ACCOUNT: \$2,851.00 ✓

APPROVALS:

DEPT. HEAD: 

ADMINISTRATION: 

BUDGET & FINANCE: _____

CITY COUNCIL: _____

DATE: 2/22/12

DATE: 2/22/12

DATE: _____

DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL*****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER:
#2012-SBT

TREASURER

22 DATE: 2/22/2012 BALANCE IN ACCOUNT \$81,509.00 ✓

(FROM) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(FROM) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.900.52000.0000.00.000.00.052 ✓

Special Reserve, Contractual Services
Account Description

EXPLANATION OF SURPLUS:

Funds placed in this account by City Council during
budget process

(TO) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.291.58710.0000.00.000.00.058 ✓

Civil Defense, Office Equip-Furniture
Account Description

ANALYSIS OF NEED(S): Copier, tables & chairs, laptop & portable printer for EOC/EMD.

TOTAL TRANSFER AMOUNT \$5,569.00 ✓

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$75,940.00

TO ACCOUNT: \$5,569.00

APPROVALS:

DEPT. HEAD: 

DATE: 2/22/12

ADMINISTRATION: 

DATE: 2/22/12

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL *****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER:
#2012-SBT

TREASURER

23 DATE: 2/22/2012 BALANCE IN ACCOUNT \$75,940.00 ✓

(FROM) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(FROM) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.900.52000.0000.00.000.00.052

Special Reserve, Contractual Services

Account Description

EXPLANATION OF SURPLUS:

Funds placed in this account by City Council during
budget process

(TO) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.145.57400.0000.00.000.00.057 ✓

Treas/Coll-General Insurance

Account Description

ANALYSIS OF NEED(S):

Account from which all city insurance is paid.

TOTAL TRANSFER AMOUNT \$4,000.00 ✓

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$71,940.00 ✓

TO ACCOUNT: \$12,130.00 ✓

APPROVALS:

DEPT. HEAD: 

ADMINISTRATION: 

BUDGET & FINANCE: _____

CITY COUNCIL: _____

DATE: 2/22/12

DATE: 2/22/12

DATE: _____

DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL*****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER:
#2012-SBT

TREASURER

24 DATE: 2/22/2012 BALANCE IN ACCOUNT \$71,940.00 ✓

(FROM) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(FROM) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.900.52000.0000.00.000.00.052 ✓

Special Reserve, Contractual Services
Account Description

EXPLANATION OF SURPLUS:

Funds placed in this account by City Council during
budget process

(TO) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.291.54300.0000.00.000.00.054 ✓

Civil Defense, Repairs & Maintenance Sup
Account Description

ANALYSIS OF NEED(S):

Replacement video projector head and tools for EOC.

TOTAL TRANSFER AMOUNT \$1,400.00 ✓

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$70,540.00 ✓

TO ACCOUNT: \$1,400.00 ✓

APPROVALS:

DEPT. HEAD: 

DATE: 2/22/12

ADMINISTRATION: 

DATE: 2/22/12

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL*****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER:
#2012-SBT

TREASURER

25 DATE: 2/22/2012 BALANCE IN ACCOUNT \$70,540.00

(FROM) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(FROM) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.900.52000.0000.00.000.00.052

Special Reserve, Contractual Services
Account Description

EXPLANATION OF SURPLUS:

Funds placed in this account by City Council during
budget process

(TO) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.291.54000.0000.00.000.00.054

Civil Defense, Contractual Services
Account Description

ANALYSIS OF NEED(S):

Pet supplies for shelter as mandated by FEMA.

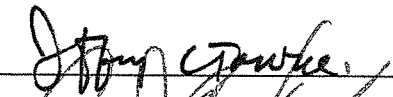
TOTAL TRANSFER AMOUNT \$300.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$70,240.00

TO ACCOUNT: \$300.00

APPROVALS:

DEPT. HEAD: 

ADMINISTRATION: 

BUDGET & FINANCE: _____

CITY COUNCIL: _____

DATE: 2/23/12

DATE: 2/22/12

DATE: _____

DATE: _____